1604

MANUAL

OF THE

GENERAL ASSEMBLY

OF THE

Presbyterian Church

IN THE U. S. A.

1922

OFFICERS AND AGENCIES

OF THE

GENERAL ASSEMBLY

I. THE MODERATOR.

Moderator and Chairman Executive Commission—Rev. Henry C. Swearingen, D.D., St. Paul, Minn.

II. THE STATED CLERK.

Stated Clerk and Secretary Executive Commission—Rev. Lewis S. Mudge, D.D., Room 514, Witherspoon Building, Philadelphia, Pa.

III. THE TREASURER.

Land Title and Trust Co., Philadelphia, Pa.

IV. PERMANENT CLERK EMERITUS.

Rev. Edward Leroy Warren, D.D., Louisville, Ky.

V. THE TRUSTEES.

President—Mr. George Stevenson.
Corresponding Secretary—Rev. Alexander Henry, D.D.
Office—410 Witherspoon Building, 1319 Walnut Street, Philadelphia, Pa.

VI. THE BOARDS.

1. Home Missions.

President—Rev. Wilton Merle-Smith, D.D.
General Secretary—Rev. John A. Marquis. D.D., LL.D.
Secretaries—Rev. Baxter P. Fullerton, D.D., LL.D., Rev. William R. King, D.D., Rev. John McDowell, D.D., and William R. Patterson, Ph.D. (Fin. Sec.)
Treasurer—Mr. Varian Banks.
Office—Presbyterian Building, 156 Fifth Ave., New York, N. Y.

2. Woman's Board of Home Missions.

President—Mrs. F. S. Bennett.
General Secretary—Miss Lucy H. Dawson.
Treasurer—Miss Mary W. Torrence.
Office—Presbyterian Building, 156 Fifth Ave., New York City.

3. Foreign Missions.

President—Rev. George Alexander, D.D.
Corresponding Secretaries—Dr. Robert E. Speer, Rev. Arthur J. Brown, D.D., LL.D., Rev. Stanley White, D.D., Rev. George T. Scott, Rev. William P. Schell.
Treasurer—Mr. Dwight H. Day.
Associate Treasurer—Rev. Russell Carter.
Office—Presbyterian Building, 156 Fifth Ave., New York, N. Y.

MANUAL

OF THE

General Assembly

OF THE

Presbyterian Church

IN THE U. S. A.

134th General Assembly

1922

ISSUED FROM THE OFFICE OF THE GENERAL ASSEMBLY.

EDITED BY THE STATED CLERK.

PHILADELPHIA
PRESS OF JAMES M. ARMSTRONG, 718 SANSOM STREET
1922

OFFICERS

Moderator:

Rev. Henry Chapman Swearingen, D.D.

Vice-Moderator:

Nathan G. Moore, Esq.

Stated Clerk

Rev. Lewis Seymour Mudge, D.D.

Treasurer:

The Land Title and Trust Co., Philadelphia, Pa.

Permanent Clerk Emeritus:

Rev. Edward Leroy Warren, D.D.

PREFACE.

THE preparation of this Manual was originally ordered by the General Assembly of 1893. It is intended as an aid to Commissioners, and to others connected with the Assembly, in the transaction of business, and it contains a summary of the constitutional provisions, the law, and the usages and regulations of the Presbyterian Church in the U. S. A., so far as connected with the character, organization and work of its Supreme Judicatory. The Manual was approved in 1894, and a new edition has been ordered by each subsequent Assembly.

LEWIS S. MUDGE,
Stated Clerk.

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I. General Constitutional Provisions

These will be found in The Confession of Faith, Chapter XXXI, Sections I, II, III, IV, and in The Form of Government, Chapter VIII, Sections I and II; Chapter XI, Section IV; and Chapter XII, Sections I, II, III, IV, V, VI, VII and VIII.

Also in The Form of Government, Chapter XXIV, Sections I and VII, relating to amendments to The Constitution of The Presbyterian Church in the U. S. A.

Act of the General Assembly on the Method of Adopting and Declaring Amendments to the Constitution.

Resolved, That it shall be the duty of the Stated Clerk to present to the General Assembly next ensuing any Assembly which has sent down an Overture, the written answers to said Overture which may have been received by him from the presbyteries. And thereupon, such statement from the Clerk, together with the written answers to said Overture, shall be referred by the Assembly to a Committee of Canvass, to be composed of three ministers and two elders, Commissioners to said Assembly.

And, upon the report of such Committee, that after canvassing the written answers of the pres-

byteries to any Overture or Overtures, amending or altering the Form of Government, the Book of Discipline, or the Directory for Worship, it appears that it has been approved in writing by a majority of the presbyteries, the General Assembly shall by resolution declare such amendment or alteration to have been adopted, as a part of the Form of Government, Book of Discipline, or Directory for Worship (as the case may be) of the Presbyterian Church in the United States of America.

And further, upon the report of such Committee, that, after canvassing the written answers of the presbyteries to any Overture proposing to amend or alter the Confession of Faith or the Larger or Shorter Catechism, it appears that it has been approved in writing by two-thirds of the Presbyteries, the General Assembly shall proceed to take such action concerning said proposed amendment or alteration as may seem expedient —under Sec. 4 of said Chap. xxiv of the Form of Government, concerning Amendments—which requires said amendment or alteration to be agreed to and enacted by the General Assembly, before it becomes a part of the Confession of Faith, or the Larger or Shorter Catechism of the Presbyterian Church in the United States of America ["Minutes," 1891, p. 142].

II. The Commissions

I. THE EXECUTIVE COMMISSION

I. Constitutional Provisions.

See Form of Government, Chapter XII, Section IV; Chapter XXVI, Section I, IV, VII, IX.

II. The Acts of the General Assembly.

a. Membership.

1. The Executive Commission shall be composed of eight ministers and seven ruling elders. The Moderator of the General Assembly shall be one of the ministerial members of the class elected by the General Assembly which shall elect him as Moderator. (*Minutes,* 1908, p. 156.)

2. The members are entitled to the floor at meetings of the Assembly, during their terms of office, to speak on matters connected with, or arising out of, the Annual Report of such Commission, but shall have no right to vote unless they be also Commissioners. (*Minutes,* 1910, p. 70.)

3. The following action of the Executive Commission was approved by the General Assembly.

"It was ordered that it is the sense of the Executive Commission, that when a member of the Commission accepts membership on a Board of the Church, or accepts an election as secretary or other paid agent of a Board, his membership

in the Executive Commission ceases automatically." (*Minutes,* 1914, p. 188.)

b. Election of Members.

1. The election of the class of members of the Executive Commission whose term expires at an Assembly shall take place on the second Thursday of the Assembly's session; that the nominations be made by a Special Committee of twenty-three members, eleven ministers and eleven elders, together with the Moderator; the twenty-two ministers and elders to represent the twenty-two electing sections, and to be appointed as follows: on odd-numbered years each odd-numbered section shall elect one minister, and each even-numbered section shall elect one elder; but on the even-numbered years the order shall be reversed. The members of the Special Committee shall be elected by the respective Electing Sections immediately after the election of the members of the Standing Committees. And no person who has served a full term of three years on the Executive Commission shall be eligible for reëlection until another full term of three years has intervened. (*Minutes,* 1909, p. 99; 1912, p. 79.)

2. Hereafter it be a rule of the Assembly that when members of the Executive Commission are absent from three consecutive meetings, their places become automatically vacant. (*Minutes,* 1919, p. 245.)

3. Appointments by the Moderator to fill vacancies in the Executive Commission shall be

valid only until the next succeeding Assembly, which shall then fill the vacancies by election. (*Minutes,* 1921, p. 185, Standing Rule.)

4. With the exception of the Moderator of the General Assembly, no one shall be eligible to serve on the Executive Commission, either by appointment or election, or both, for more than four years in succession, until one full term of three years shall have intervened. (*Minutes,* 1921, p. 185, Standing Rule.)

c. Officers and Meetings.

The Officers of the Commission are the Chairman and the Secretary, and these are, respectively, the Moderator and the Stated Clerk of the General Assembly.

The Commission meets on its own appointment and adjournment and at the call of the Assembly; and it may be authorized to meet in connection with the annual meetings of the General Assembly.

d. Powers as Voted by Different General Assemblies.

1. The Executive Commission presented the following, which was adopted.

The Executive Commission respectfully requests that the General Assembly vote to it the general powers indicated in Chapter XXVI, Section 7, of the Form of Government, and as follows: to correspond with the Executive Commissions of Presbytery and Synod; to confer with

and advise the permanent benevolent and missionary agencies of the Church; to prepare and submit annually to the General Assembly the Budget for such benevolent and missionary agencies; and to consider, between annual meetings of the General Assembly, cases of serious embarrassment or emergency concerning the benevolent and missionary work of the Church, when requested by a Board, and to provide direct methods of relief. Also the power to take steps to harmonize and unify the benevolent and missionary work of the Church, as indicated in Chapter XXVI of the Form of Government, Section 7.

The Commission further requests the Assembly to authorize it to meet at the annual meetings of the General Assembly. (*Minutes,* 1917, p. 223.)

2. The Commission has no power or authority except such as has been expressly conferred upon it by the General Assembly.

3. The General Assembly has not conferred upon the Commission any authority to interfere with the purely administrative work of the Boards and kindred agencies of the Church, except as to a few exceptional matters as to which such authority has been specially conferred by the General Assembly. (*Minutes,* 1913, p. 192.)

e. Committee on Supplies.

The following was adopted:

That a Committee on Supplies be appointed, consisting of three persons:

(*a*) A representative from the Executive Commission.

(*b*) A representative from the Boards and Agencies of the Church.

(*c*) A business man from the membership of the Church.

The Committee shall be appointed by the Executive Commission at its first meeting following the meeting of the General Assembly, and shall be subject to the control of the Executive Commission. It shall have the responsibility of determining the prices and purchases of all office supplies for all the Boards and Agencies of the Church, and for the office of the General Assembly. (*Minutes*, 1913, p. 195.)

f. References of Recommendations in Reports of Standing Committees.

Resolved, That all recommendations as to the amounts of money to be raised by the churches for benevolent and missionary work, made by Standing Committees upon the causes represented by Boards and Permanent Committees, be referred to the Executive Commission, to be reported back to the sitting General Assembly, together with recommendations.

Resolved, That all recommendations made to a given Assembly as to the policy of any of the Boards in connection with the raising of funds or plans for new work, as they may affect the Budget, be referred to the Executive Commission, to

report upon to the sitting Assembly, with its recommendations. (*Minutes,* 1909, p. 99.)

g. Provisions for the Budget.

Assembly of 1908:

The Executive Commission is authorized by the Assembly to act as to the Annual Budget as stated hereinafter.

1. To receive and consider the financial reports of the several Boards and Permanent Agencies of the Church, and such other related information as it may deem desirable, and report thereon to the Assembly.

2. To prepare a tentative budget for the fiscal year next ensuing the meeting of the General Assembly at which the budget is presented, containing in separate items the aggregate sum recommended for each Board and Permanent Agency for such year, and to prepare a tentative apportionment of each such aggregate sum among the several Presbyteries. When adopted by the General Assembly, a copy thereof shall be promptly transmitted by the Stated Clerk of the General Assembly to the Executive Commission and to each Board and Presbytery. Each Presbytery shall be free to raise its apportionment in such manner as it may deem expedient; always giving due effect, however, to the wishes of individuals and organizations in gifts to any particular Board.

3. To confer with the Boards and Permanent Agencies concerning methods for securing moneys so apportioned, to determine upon its methods, and to have general oversight of the execution of such methods by its own agents, in coöperation with the Boards and Permanent Agencies.

4. To obtain and collate facts concerning the benevolent and missionary work of the Presbyteries and Synods of the Church, and of our Boards and other agencies, and of voluntary missionary agencies of an interdenominational character, and to report the same, with such recommendations as it may deem proper, to the General Assembly. (*Minutes,* 1908, p. 156.)

Assembly of 1909:

5. To inquire into the methods of work of the Boards and Permanent Committees of the Assembly of the Church, and to recommend such changes in their methods as it may deem necessary to promote efficient administration of the Budget Plan.

6. To advise the Boards and Permanent Committees of the Assembly of the Church in the adoption of plans for harmonizing and unifying the benevolent and missionary work of the Church, and to recommend to the General Assembly, at any of its annual meetings, for its adoption, such acts, rules and resolutions as in its judgment will increase the general efficiency of such benevolent and missionary work. (*Minutes,* 1909, p. 236.)

Assembly of 1911:

7. The purposes to be kept in view are: first, the efficient prosecution of efforts to commend the adoption of an every-member-weekly-pledge system of securing benevolent offerings from the churches, and to extend such aid as may be desired and practicable to pastors and church officers who wish to have the system inaugurated; second, to promote the realization of the appropriations annually made by the General Assembly and apportioned to the Presbyteries, by such methods as have heretofore been effective and by such other methods as, in the judgment of the Executive Committee, may give promise of effectiveness; and, third, to promote, as far as may be possible, a spirit of the broadest missionary interest, and of such consecrated and courageous giving as shall enable the Church to meet its full missionary duty at home and abroad.

8. In carrying on this campaign, the essential features of the pledge system which shall be adopted shall accord with the provisions of the Directory for Worship, Chapter VI, Section 3, in that it gives to each subscriber to the weekly amounts, the opportunity of designating how his gifts shall be distributed among the Boards of the Church and benevolent causes.

9. It is also understood that each Board is expected to put forth information concerning its own work, and to carry on educational and inspirational work to cultivate interest in its cause

as one part of the great work of evangelization that God has committed to our Church, and public addresses in behalf of any one of these causes shall not be regarded as inconsistent with loyalty to this joint effort.

10. That the General Assembly approve of the Boards' providing for the expenses of the above campaign, the total amount and the *pro rata* distribution to the several Boards to be determined by the Executive Commission, after conference with the Boards. (*Minutes,* 1911, pp. 177, 178.)

i. Official Conference with the Boards.

"There shall be an Official Conference of representatives of the Boards and the Executive Commission, which shall meet at least once a year and at such other times as the Executive Commission may order. Said Official Conference shall be composed of representatives from each of the Boards, to be selected by the respective Boards, who shall constitute one party. The Executive Commission shall select, through its Budget Committee or other Committees, representatives, who shall constitute the other party. In deliberation, the voting shall be by the representatives present; but when called for, the Boards shall vote as units and the Commission as a unit, or the Boards and the Commission shall vote and agree or disagree as the two parties." (*Minutes,* 1915, p. 278.)

Executive Commission.

Members and officers of the Assembly's Executive Commission are as follows:

1919-1922—Rev. Joseph M. Broady, D.D., Birmingham, Ala.; Rev. Sherman L. Divine, D.D., Spokane, Wash.; Mr. Thomas D. McCloskey, Pittsburgh, Pa.; Thomas E. D. Bradley. Esq., Chicago, Ill.; Hon. Robert Lansing, Washington, D. C.

1920-1923—Rev. Giles H. Hogan, D.D., Waxahachie, Texas; Rev. Samuel S. Palmer, D.D., Columbus, Ohio; Rev. George B. Stewart, D.D., Auburn, N. Y.; Hon. H. H. Seldomridge, Colorado Springs, Colo.; Mr. George W. Sutherland, St. Louis, Mo.

1921-1924—Rev. Henry C. Swearingen, D.D., St. Paul, Minn; Rev. Hugh K. Walker, D.D.; Rev. Louis B. Crane, D.D., Elizabeth, N. J.; Mr. J. Willison Smith, Philadelphia, Pa.; Mr. Harrison B. Smith, Charleston, W. Va.

Moderator and Chairman, Rev. Henry C. Swearingen, D.D.

Stated Clerk and Secretary, Rev. Lewis S. Mudge, D.D.

II. JUDICIAL COMMISSION.

I. Constitutional Provisions.

See *Book of Discipline,* Sections 125-134, 136.

A Review in Judicial Cases.

1. A review, by the General Assembly, of a judicial case heard by the Commission, consists

in a hearing and consideration, by the Assembly, of the record, including the evidence, returned by the inferior judiciary, and the hearing of the parties, after the Assembly has been duly constituted as a court. (*Book of Discipline,* Chapter 9, Sec. 99.)

2. Whenever the Assembly shall desire to adopt the finding of the Commission without reviewing the case, the form of the order shall be as follows:

The Assembly, having heard the report of the Commission, it is hereby ordered that the preliminary judgment of the Permanent Judicial Commission in this case be recorded as the final judgment of the General Assembly.

II. The Acts of the General Assembly.

Election.—The nomination and election of members of the Permanent Judicial Commission of the General Assembly shall begin on the morning of Tuesday, the fifth day (9.25 A. M.), as the first Order of the Day, in the following manner:

It shall be the duty of the Judicial Committee of the General Assembly to report to the Assembly, on Tuesday, the fifth day, suitable nominations to fill the vacancies on the Permanent Judicial Commission of the General Assembly, from which nominations, together with any others regularly made by the Commissioners at the same time as those made by the Judicial Committee, the necessary number of persons shall be elected, on

Thursday, the seventh day, as the first Order of the Day, 9.20 A. M. (*Standing Rule.*)

Notices.—Whenever a case is to be taken from an inferior judiciary to the General Assembly, the Stated Clerk of such inferior judicatory shall, at least twenty days before the meeting of the General Assembly, send a notice concerning such case to the Stated Clerk of the Assembly, who shall forthwith notify the Chairman of the Permanent Judicial Commission, unless the General Assembly shall have ordered otherwise, that the services of the Commission will be needed at the approaching Assembly; but if no such notice shall be received by the Stated Clerk of the General Assembly, he shall forthwith notify the Chairman of the Permanent Judicial Commission that the services of the Commission will not be needed at the approaching Assembly. (General Rules for Judicatories, 44.)

Procedure.—The Permanent Judicial Commission of the General Assembly shall have authority to adopt rules pertaining to its own method of procedure, and shall report the same to the General Assembly; *provided,* that such rules shall not be inconsistent with the Constitution of the Church or the rules adopted by the General Assembly. (*Standing Rule.*)

In accordance with the requirements of the Constitution, the Permanent Judicial Commission reported to the General Assembly the following rules of procedure, which were adopted.

1. The General Rules for Judicatories, as far as applicable.

2. *Vice-Moderator.*—In addition to a Moderator and Clerk, the Commission shall elect, annually, a Vice-Moderator, who shall act as Moderator in the event of the death, disability, resignation or absence of the Moderator, or of the termination of his commissionership; and he shall hold office until the election of his successor.

The Vice-Moderator shall be a member of the Commission, whose term expires at a period not less than two years from the date of his election.

3. *Clerk.*—In the event of the death, disability, resignation or absence of the Clerk, or the termination of his commissionership, the Moderator shall appoint a Clerk *pro tem.,* to serve in the interim of the meetings of the Commission.

4. When the Moderator receives notice from the Stated Clerk of the General Assembly that the services of the Commission will be needed at any time or place, he shall forthwith notify each member of the Commission that the services of the Commission will be required at such meeting.

5. The Commission, when so ordered, shall meet at the same time and place with the General Assembly, and shall convene for organization at 5 o'clock P. M. of the first day of the meeting of the General Assembly. The time and place of all other meetings shall be determined by the Moderator and the Clerk of the Commission, unless otherwise ordered by the Commission or the General Assembly.

6. Immediately after the organization of the Commission, at any meeting of the General Assembly, the fact shall be reported to the General Assembly, and at the same time a report shall be made as to vacancies existing or about to occur, caused either by the expiration of the term for which members were elected or by death or resignation, for reference to the Committee on Judicial Business, according to the Constitution.

7. The officers of this Commission shall be elected, annually, on Tuesday, the fifth day of the meeting of the General Assembly, at 3 o'clock P. M., and such officers shall assume the duties of their several offices upon the final adjournment of the General Assembly, serving in the interim between meetings of the General Assembly and until final adjournment of the next succeeding General Assembly.

8. It shall be the duty of the Moderator, or some one designated by him, to appear before the General Assembly to present the findings of the Commission in cases referred to it by the General Assembly.

9. The Commission shall designate a member or members to represent it in the General Assembly to defend any action or finding of the Commission.

10. The Commission shall set a time limit for arguments of such litigants and their counsel as may appear before the Commission in any case, and shall so notify them prior to the hearing of the same.

Judicial Commission Members.

Members and officers of the commission are as follows:

1919-1922—Rev. William C. Covert, D.D., Chicago, Ill.; Rev. Edward A. Krapp, D.D., Morgantown, W. Va.; Rev. Joseph L. Weaver, D.D., Rocky Ford, Colo.; John L. McNab, Esq., San Francisco, Calif.; Hon. James P. Goodrich, Indianapolis, Ind.

1920-1923—Rev. Benjamin M. Gemmill, Ph.D., Ivyland, Pa.; Rev. David M. Skilling, D.D., Webster Groves, Mo.; Kenneth H. Lanning, Esq., Trenton, N. J.; John G. Wishard, M.D., Wooster, Ohio; John H. DeWitt, Esq., Nashville, Tenn.

1921-1924—Rev. David H. Johnston, D.D., Scranton, Pa.; Rev. W. Oscar Harless, D.D., Fort Dodge, Iowa; Rev. Jesse Herrmann, Ph.D., Cincinnati, Ohio; Mr. Arthur H. Bartelt, Milwaukee, Wis.; Mr. Virgil Guernsey, Richmond Hill, N. Y.

Moderator, Rev. William C. Covert, D.D.

Vice-Moderator, Hon. John H. DeWitt.

Clerk, Rev. Benjamin M. Gemmill, Ph.D.

III. Officers of the Assembly

I. THE MODERATOR.

I. The Constitutional Provisions.

Form of Government, Chap. XIX.

1. It is equally necessary in the judicatories of the Church, as in other assemblies, that there should be a Moderator or President; that the business may be conducted with order and despatch.

2. The Moderator is to be considered as possessing, by delegation from the whole body, all authority necessary for the preservation of order; for convening and adjourning the judicatory; and directing its operations according to the rules of the Church. He is to propose to the judicatory every subject of deliberation that comes before them. He may propose what appears to him the most regular and speedy way of bringing any business to issue. He shall prevent the members from interrupting each other; and rquire them, in speaking, always to address the Chair. He shall prevent a speaker from deviating from the subject; and from using personal reflections. He shall silence those who refuse to obey order. He shall prevent members who attempt to leave the judicatory without leave obtained from him. He shall, at a proper season, when the deliberations are ended, put the question and call the votes. If

the judicatory be equally divided, he shall possess the casting vote. If he be not willing to decide, he shall put the question a second time; and if the judicatory be again equally divided, and he decline to give his vote, the question shall be lost. In all questions he shall give a concise and clear statement of the object of the vote; and, the vote being taken, shall then declare how the question is decided. And he shall likewise be empowered, on any extraordinary emergency, to convene the judicatory, by his circular letter, before the ordinary time of meeting. He shall also serve until his successor be inducted into office, and may perform such administrative duties as may be assigned to him by the judicatory.

II. The Acts of the General Assembly.

1. The election of the Moderator shall be effected immediately after the roll-call and the organization of the Electing Sections, in the following manner, to wit:

(*a*) Only one speech nominating a candidate for Moderator shall be made, limited to ten minutes; and only one speech, and that not to exceed five minutes, shall be made in seconding the nomination of a candidate.

(*b*) Where there is only one nominee for Moderator the election may be made by acclamation. Where there are more than one, the election may be made by ballot in the following manner, to wit:

After the nominations are made (the organiza-

tion of the Electing Sections having been effected), the Chairman of each Electing Section shall appoint two tellers. Each Commissioner shall write the name of his choice on a blank, to be provided in advance by the Stated Clerk. The tellers shall collect the ballots and count them, under the supervision of the Chairman. The result shall be recorded by the Secretary on blanks in duplicate, one of which shall be handed to the Stated Clerk, with the number of the Section written thereupon. The other shall be retained by the Secretary.

(*c*) When the reports of the ballots have been handed in from all the Sections, the Stated Clerk shall read each aloud, giving the number of the Section and the vote cast. Tellers appointed by the Stated Clerk shall take and tabulate the votes as read. The Moderator shall then announce the vote as tabulated. If no one has received a majority of the whole vote, another vote shall be taken in the same manner. When one shall have received a majority, the Moderator shall announce the result, and declare him to be elected. (*Standing Rule.*)

2. The Moderator shall take the chair precisely at the appointed hour, call the members to order, and, on the appearance of a quorum, shall open the session with prayer. (*Rules for Jud.*, No. 1.)

3. If a quorum be assembled at the time appointed, and the Moderator be absent, the last Moderator present, *being a commissioner*, or, if there be none, the senior member present, shall be requested to take his place without delay, until a

new election. (*Rules for Jud.,* No. 2; see, also, this *Manual,* Sec. vii, p. 10.)

4. In choosing a Moderator, any commissioner may nominate a candidate for the chair. The candidates so pointed out shall then, severally, give their votes for some one of their number, and withdraw; when the remaining commissioners shall proceed to choose one of said candidates for Moderator. (*Minutes,* 1791, p. 39.)

5. A majority of all the votes given for Moderator are necessary for a choice. (*Minutes,* 1846, 1887, etc.)

6. When a Moderator has been elected, before he takes the Chair, the former Moderator shall address him and the House, in the following or like manner, viz.:

Sir: It is my duty to inform you, and announce to this House, that you are duly elected to the office of Moderator in this General Assembly. For your direction, in office, and for the direction of this Assembly in all your deliberations, before I leave this seat, I am to read* to you and this House the rules contained in the records of this Assembly, which I doubt not will be carefully observed by both, in conducting the business that may come before you; (here the Moderator delivers the Book containing the rules to the Moderator-elect, and afterwards adds): Now having read these rules, according to order, for your instruction as Moderator, and for the direction of

*Instead of reading the rules, the present usage is confined to the delivery of the Book containing them to the Moderator-elect.

all the members in the management of business, praying that Almighty God may direct and bless all the deliberations of this Assembly for the glory of His name, and for the edification and comfort of the Presbyterian Church in the United States of America, I resign my place and office as Moderator. (*Minutes,* 1791, p. 34; 1822, pp. 43, 44.)

7. The Moderator shall appoint all committees, except in those cases in which the judicatory shall decide otherwise. In appointing the Chairmen of the Standing Committees, the Moderator may appoint a Vice-Moderator, who may occupy the chair at his request, and otherwise assist him in the discharge of his duties. (*Rules for Jud.,* No. 7.)

8. When a vote is taken by ballot in any judicatory, the Moderator shall vote with the other members; but he shall not vote in any other case, unless the judicatory be equally divided; when, if he do not choose to vote, the question shall be lost. (*Rules for Jud.,* No. 8.)

9. The Moderator cannot have a vote as commissioner, distinct from the casting vote. (*Minutes,* 1798, p. 140.)

10. The Moderator cannot vote on the approval or disapproval of the records of the Synod of which he is a member. (*B. of D.,* Sec. 74.)

11. The Moderator, when a member of a judicatory complained of or appealed from, should withdraw from the chair during the hearing of the complaint or appeal. The same rule applies to

him when he is a party to a case. (*B.D.*, Secs. 91, 98.)

12. *Resolved,* That every letter or communication addressed to the Moderator be opened and read by him, and at his direction be either communicated immediately to the Assembly for their decision, or to the Committee on Overtures, to be by them brought before the House in the ordinary channel. (*Minutes,* 1794, p. 79.)

13. For the power of the Moderator in the conduct of business, see *Rules for Jud.,* Nos. 4, 5, 8, 14, 30, 31, 33, 34, 35, 36, 40, 43, p. 137, *seq.*

14. The Form to be used by the Moderator in dissolving the Assembly is as follows:

The Moderator shall say from the chair,—"By "virtue of the authority delegated to me, by the "Church, let this General Assembly be dissolved, "and I do hereby dissolve it, and require another "General Assembly, chosen in the same manner, "to meet at.....on the "....."day of....."A. D." —after which he shall pray and return thanks, and pronounce on those present the apostolic benediction.

II. VICE-MODERATOR.

It is customary for the Moderator, at the time of announcing chairmen of Standing Committees, to appoint a Vice-Moderator, whom he may request, in his own discretion, to take the Chair, and otherwise assist him in the discharge of his duties.

III. THE STATED CLERK.

I. The Constitutional Provisions.

See Form of Government, Chapter XX.

II. The Acts of the General Assembly.

A brief summary of the Acts of the General Assembly, with reference to the office and duties of the Stated Clerk as found in "The Minutes," 1789-1921, is as follows:

a. Representative.

He is the permanent official representative of the General Assembly, and as such is in charge of the "Office of the General Assembly." The term of office is fixed at five years, subject to re-election at the pleasure of the Assembly. He shall be retired upon reaching the age of seventy with an annuity.

b. Executive.

The duties of the Stated Clerk in connection with

I. The Annual Meeting of the General Assembly, are

1. To make the general railroad arrangements for the transportation of the Commissioners.

2. To oversee the arrangements for the entertainment of the General Assembly.

3. To prepare the official roll of Commissioners.

4. To keep or cause to be kept an accurate record of the proceedings of the Assembly.

5. To serve as a Corresponding member of the

Assembly in matters touching the duties of his office.

6. To supervise the division of the Assembly into and the organization of the electing sections as provided for in Standing Rule 6, and to furnish them with all necessary papers and blanks.

7. To prepare and submit to the Assembly the docket of business and under the direction of the Moderator to have charge of the same.

8. To select and nominate to the General Assembly a sufficient number of competent assistants to serve during the sessions of the Assembly.

9. To transmit all overtures sent down by the General Assembly to the Presbyteries and to receive and submit to the Assembly the written answers to the same.

10. To receive all Memorials, Overtures and other miscellaneous papers addressed to the General Assembly, make record of the same, and then deliver them, for distribution, or reference, to the Standing Committee on Bills and Overtures.

A Standing Rule directs that all Overtures, Memorials and miscellaneous papers connected with the business of the Assembly must be presented to the General Assembly not later than the close of the second day of its sessions.

A Standing Rule directs that, "Hereafter, all Overtures from Presbyteries and Synods, which are to come before the General Assembly, shall be, as far as practicable, in the hands of the Stated Clerk at least two weeks before the meet-

ing of the Assembly, and by him shall be printed in convenient form for distribution on the floor of the Assembly, such distribution to be made not later than the second day of the Assembly."

11. To transmit all complaints and appeals directly to the Standing Committee on Judicial Business.

12. To report to the Assembly upon the necrology of ministers for the year.

13. To have printed and ready for distribution, so far as practicable, on the morning of the day fixed for their consideration, the resolutions appended to the Reports of Standing Committees (Standing Rule).

II. The Regular Routine of the Office of the General Assembly.

1. Submit annually for the approval of the Executive Commission the budget of the Office of the General Assembly, and for report to the General Assembly.

2. Select the necessary office assistants with the approval of the Executive Commission.

3. Conduct the general correspondence of the Church.

4. Co-operate, when requested, with the Special Committees and Commissions of the General Assembly with the purpose of facilitating and co-ordinating their work. Receive from the Special Committees and Commissions their Minutes, from time to time, and file them in the office of the General Assembly that they may be made a part of the permanent records of the Church.

5. Transmit to and receive from the Stated Clerks of Synods and Presbyteries overtures, official blanks, reports and other papers as authorized and empowered.

6. To act as the custodian of all the books and papers of the General Assembly.

7. To seek in any way in his power to promote the harmony and efficiency of the General Assembly and of the Synods and Presbyteries, and Boards and Agencies thereof.

8. To distribute annually the bound volume of the Reports of the Boards and Agencies.

III. The Executive Commission.

The Stated Clerk is the Secretary of the Executive Commission.

IV. The Special Committee on Christian Life and Work.

The Stated Clerk is the Secretary of the Special Committee on Christian Life and Work.

c. Editorial.

It is the duty of the Stated Clerk

1. To edit and have suitably printed and distributed "The Minutes of the General Assembly," and any other publications directed by the General Assembly.

2. To edit "The Presbyterian Handbook."

3. To edit "The Constitution of The Presbyterian Church in the U. S. A." (See Act of the General Assembly on the Method of Adopting or Declaring Amendments to the Constitution.)

4. To edit "The Digest."

d. Judicial.

The Stated Clerk is constantly called upon to give opinions about and interpretations of the constitutional provisions of the Church and the acts and deliverances of the General Assembly.

e. Financial.

For the duties of the Stated Clerk in this connection, see "Financial System," Chapter VII, pp. 78-83, of this Manual.

The above summary relating to the office and duties of the Stated Clerk is based upon the Standing Rules of the General Assembly (See Minutes, 1921, pp. 406-410); and upon the *Minutes,* 1789, p. 13; 1807, p. 377; 1884, p. 33; 1885, p. 687; 1894, p. 161; 1896, pp. 118, 157; 1912, p. 448[20]; 1915, p. 287; 1919, p. 296; 1920, p. 49; 1921, pp. 32, 33 and 34.

IV. THE TREASURER.

The Treasurer of the General Assembly appointed in 1912, by the Executive Commission, is the Land Title and Trust Co. of Philadelphia. By agreement service is given without charge, and three per cent. per annum is paid on daily balances. The expenses of the Treasurer, incurred in attendance upon the General Assembly are paid by the Assembly. (*Minutes,* 1912, p. 218.)

See also Financial System of the General Assembly as contained in Chapter VII, pp. 78-83, of this Manual.

V. THE TRUSTEES OF THE ASSEMBLY.

I. General.

The legal title of this Corporation is, "The Trustees of the General Assembly of the Presbyterian Church in the United States of America." The Charter will be found on p. 334 of the *Digest*. The Corporation reports annually to the General Assembly, and the report is referred to the Standing Committee on Finance. The number of the Trustees is eighteen, one-third of whom may be elected annually by the Assembly, in its discretion. Ordinarily, however, the Assembly simply elects persons to fill vacancies in the Corporation, the nominations being made by the Standing Committee on Finance, and the election being by ballot. The ballot is usually cast in behalf of the General Assembly by the Stated Clerk, who is empowered so to do by a resolution unanimously adopted.

II. Manner of Election of Trustees.

1. When this subject is called up annually (at this Assembly, Monday, 2:35 P. M.), a vote shall first be taken whether for the current year the Assembly will or will not make any election of members in the Board of Trustees.

2. If an election be determined on, the day on which it shall take place shall be specified (for this Assembly, second Thursday, 7.30 P. M.), and shall not be within less than two days of the time at which such election shall be decided on.

3. When the day of election arrives, the Assembly shall ascertain what vacancies in the number of the eighteen Trustees incorporated have taken place, by death or otherwise, and shall first proceed to choose other members in their places. When this is accomplished, they shall proceed to the trial whether they will elect any; and if any, how many of that third of the number of the Trustees which by law they are permitted to change, in the following manner, viz.: The list of the Trustees shall be taken, and a vote be had for a person to fill the place of him who is first on the list. In voting for a person to fill said place, the vote may be given either for the person who has before filled it, or for any other person. If the majority of votes shall be given for the person who has before filled it he shall continue in office. If the majority of votes shall be given for another person, this person is a Trustee, duly chosen in place of the former. In the same form the Assembly shall proceed with the list, till they have either changed one-third of the Trustees (always including in the third those who have been elected by the sitting Assembly to supply the places become vacant by death or otherwise), or, by going through the list, shall determine that no further alteration shall be made. (*Minutes,* 1801, p. 217.)

III. Business Regulations.

Resolved, That the management and disposal of all moneys, goods, chattels, lands, tenements, her-

editaments, and all other estate whatever, committed to their care and trust by the General Assembly, is invested in the said Trustees; unless where special instructions for the management and disposal thereof, shall be given by the General Assembly in writing under the hand of their Clerk; in which case the corporation is to act according to said instructions. That an exact state of the accounts of the Trustees is to be exhibited by their Treasurer to the General Assembly once in every year; whereupon it is recommended:

1. That this state of the accounts be laid before the General Assembly as early in their sessions as possible, in order that the General Assembly may know what appropriations it may be in their power to make, or what instructions to give to their Trustees respecting the moneys in hand.

2. That when any appropriations are made by the General Assembly, a copy of their minute for that purpose, signed by the Clerk, shall be transmitted to the Trustees, and shall be their warrant for the payment of all moneys thus appropriated.

3. That when any measures are taken, or any resolutions adopted by the General Assembly, or the Board of Trustees, which it concerns the other to be acquainted with, due information of the same shall be given, as soon as possible, to the other. (*Minutes,* 1801, p. 232.)

IV. Members of the Assembly

I. THE COMMISSIONERS.

I. Form of Government. Chapter XXII.

1. The Commissioners to the General Assembly shall always be appointed by the Presbytery from which they come, at its last stated meeting, immediately preceding the meeting of the General Assembly; *provided,* that there be a sufficient interval between that time and the meeting of the Assembly for their Commissioners to attend to their duty in due season; otherwise the presbytery may make the appointment at any stated meeting, not more than seven months preceding the meeting of the Assembly. And as much as possible to prevent all failure in the representation of the presbyteries, arising from unforeseen accidents to those first appointed, it may be expedient for each presbytery, in the room of each Commissioner, to appoint also an alternate Commissioner to supply his place, in case of necessary absence.

II. Each Commissioner, before his name shall be enrolled as a member of the Assembly, shall produce from his presbytery a commission, under the hand of the Moderator and Clerk, in the following or like form, viz.:

"The Presbytery of being met at on the day of doth hereby appoint bishop of the congregation of [or ruling elder in the congregation of as the case may be;] (to which the presbytery may, if they think proper, make a substitution in the following form) : or, in case of his absence, then bishop of the congregation of [or—ruling elder in the congregation of as the case may be:] to be a Commissioner, on behalf of this presbytery, to the next General Assembly of the Presbyterian Church in the United States of America, to meet at on the day of A.D. , or wherever and whenever the said Assembly may happen to sit; to consult, vote, and determine, on all things that may come before that body, according to the principles and Constitution of this Church, and the Word of God. And of his diligence herein he is to render an account at his return.

Signed by order of the Presbytery,

Moderator.

Clerk."

And the Presbytery shall make a record of the appointment.

III. In order, as far as possible, to procure a respectable and full delegation to all our judicatories, it is proper that the expenses of ministers and elders, in their attendance on these judicatories, be defrayed by the bodies which they respectively represent.

II. Book of Discipline. Chapter XI.

Representation.

110. In like manner, a minister shall be subject to the jurisdiction of the presbytery which dismissed him (but shall not deliberate or vote, nor be counted in the basis of representation to the General Assembly) until he actually becomes a member of another Presbytery.

III. Commissioners.—Additional Provisions.

1. The basis of representation of Commissioners to the General Assembly is given in the Form of Government, Chap. xii, Sec. 2.

2. The time of election by the presbyteries is specified in the Form of Government, Chap. xxii, Sec. 1.

3. The sending of Commissioners is mandatory as to (1) equal number of Bishops and Elders; (2) full number. (*Minutes,* 1890, p. 46.)

4. Any Ruling Elders may be chosen Commissioners, if members of churches under the care of the presbytery by which they are elected. (*Minutes,* 1889, p. 102.)

5. Commissioners are to present their commissions to the Permanent Committee on Commissions, meeting at 8:30 A. M. of the first day of the sessions of the Assembly, or at some designated hour of the preceding day. (*Standing Rule.*)

6. Commissioners from newly-formed presbyteries shall, before taking their seats as members of this body, produce satisfactory evidence that the presbyteries to which they belong have been regularly organized according to the Constitution

of the Church, and are in connection with the General Assembly. Commissioners shall be entitled to furnish the evidence required before the House shall proceed to the choice of a Moderator. (*Minutes,* 1822, p. 48.)

7. No other persons than ministers and ruling elders can be seated as Commissioners. (*Digest,* p. 591.)

8. The Assembly will not go behind a commission, if it be in due form. (*Minutes,* 1826, p. 181.) See, for the Form, this *Manual,* p. 37, as quoted above.

9. A certificate of appointment is not a commission in due form. (*Minutes,* 1896, p. 11.)

10. When a presbytery commissions more than its proper quota of Commissioners, the last elected are not to be recognized. (*Minutes,* 1835, p. 466.)

11. Defective commissions and irregular appointments are referred to a special Committee on Elections. It is the usage to receive in such cases Commissioners of whose appointment satisfactory evidence is furnished. (See *Digest,* p. 596.)

12. The Commissioners at an adjourned meeting of the Assembly are to be the same persons who were enrolled at the first meeting. Alternates, however, may take the place of principals. (*Minutes,* 1869, O. S. p. 1143, N. S. p. 290.)

13. Alternates may take the place of principals, after principals have been seated, whenever said principals are obliged to withdraw from the Assembly by reason of sickness, or other sufficient excuse. (*Minutes,* 1886, p. 110; 1908, p. 168.)

14. In the absence of both principal and alternate, a person named to the Assembly by a petition from a majority of the members of a presbytery may be seated as a Commissioner. (*Minutes,* 1892, p. 10; 1905, p. 12.)

15. Commissioners should attend with the expectation that the sessions will be of two weeks' continuance. It is expected they will continue in the Assembly until the close of its sessions. (*Minutes,* 1824, p. 119.)

16. Each presbytery is directed to "require their Commissioners to report whether they attended the sessions of the Assembly the whole time." (*Minutes,* 1824, p. 119.)

17. Commissioners appointed by Executive Commission seated, regular delegates being unable to be present. (*Minutes,* 1912, p. 28.)

See, also, in this *Manual,* Leave of Absence, p. 54; Mileage, p. 56; and Entertainment, p. 79.

II. ADVISORY MEMBERS.

1. "In all regions where through the organization of Union Presbyteries or where Missions exist without Presbyterial organization, there are no Presbyteries in connection with this Assembly, each Mission organized, as such, under our Board of Foreign Missions, may send to the General Assembly an ordained missionary, or ruling elder, as a delegate; and the Standing Rules of the Assembly are hereby so amended that such delegate is entitled to sit as an advisory member in the Assembly, and to speak, under the rules, on all questions, and that his expenses, from his domi-

cile, in this country, to and during the Assembly, and return, shall be met as those of Commissioners, out of the funds of the Assembly. This Rule shall also apply to Home Mission Presbyteries whose members are so located as to prevent regular meetings, and in the discretion of the Assembly. The names of the Advisory members shall be called at the first Roll-call and seats shall be assigned them by the Stated Clerk." (*Standing Rule.*)

III. CORRESPONDING MEMBERS.

Corresponding members are of three classes.

1. The officers of the Assembly. "The permanent officers of a judicatory shall have the rights of corresponding members in matters touching their several offices." (*Rules for Jud.*, No. 42.)

2. Secretaries of the Boards. All the Secretaries of the Boards of the Church have the privilege of corresponding members of the General Assembly, in discussions bearing upon the interests of the Boards which they severally represent. (*Minutes,* 1870, p. 85.)

3. Delegates from corresponding bodies. Delegates regularly appointed by corresponding ecclesiastical bodies of equal rank with the Assembly are entitled to the privilege of corresponding members, and may deliberate and advise, but not vote, upon matters which concern the bodies which they represent. These delegates must be ministers, whose ecclesiastical standing is to be specifically indicated. (See *Minutes,* 1905, pp. 212, 213; also, *Digest,* p. 277.)

V. Committees

I. STANDING COMMITTEES.

I. Names.

For the efficient conduct of its business the General Assembly has established nineteen Standing Committees, viz.:

1. Bills and Overtures,
2. Judicial Business,
3. Polity,
4. Home Missions,
5. Foreign Missions,
6. Education,
7. Publication and Sabbath-school Work,
8. Church Erection,
9. Theological Seminaries,
10. Relief and Sustentation,
11. Freedmen,
12. Christian Life and Work,
13. Correspondence,
14. Leave of Absence,
15. Temperance and Moral Welfare,
16. Men's Work,
17. Finance,
18. Mileage,
19. Synodical Records.

II. Election of Members of Standing Committees.

1. At the close of the afternoon session of the first day, the Sections remain in their places, unless other places are designated by the Stated Clerk, and select members of the Standing Committees.

2. Each Committee consists of 11 ministers and 11 elders, chosen by the Sections, and the Chairman, who is appointed by the Moderator.

3. In an even-numbered year, each even-numbered Section elects a minister for each even-numbered Committee, and an elder for each odd-numbered Committee.

The same year, each odd-numbered Section elects a minister for each odd-numbered Committee, and an elder for each even-numbered Committee.

In an odd-numbered year this order is reversed.

4. For this election, the Stated Clerk furnishes each Section with a properly printed Return Blank, which is filled by the Section Secretary, and is handed forthwith to the Stated Clerk.

5. The members are selected from the Commissioners who are in actual attendance on the first day of the sessions. (*Standing Rule.*)

Special Committee to Nominate Members of the Executive Commission.

1. Immediately after the election of members of the Standing Committees, the Sections proceed, in the same manner, to elect the members of the

Special Committee which is to nominate to the Assembly those who are to fill existing vacancies in the Executive Commission. At this Assembly, each even-numbered Section is to select a minister for this Committee, and each odd-numbered Section an elder. The blanks for this purpose are supplied by the Stated Clerk. This Committee is convened by the Moderator, at his discretion, and he is its Chairman.

2. This Committee reports second Thursday, 9:40 A. M.

III. Chairmen of Standing Committees.

These are commonly announced at the beginning of the morning session of the second day, and are selected in accordance with the following provisions of a Standing Rule:

1. As soon as possible, the Moderator appoints the Chairman of each Standing Committee.

2. Not more than one Chairman shall be taken from the same Electing Section, except in the cases of the Committees on Finance and Mileage.

3. The Chairmen of the Committees on Finance and Mileage shall be Ruling Elders.

4. If the Moderator names as Chairman one who is on a Committee, the Moderator's appointment has precedence, and the vacancy thus created is filled by the Section in which it occurs.

5. In connection with the appointment of these Chairmen, the Moderator announces that all Reports of the several Boards and Permanent Com-

mittees are referred directly to the appropriate Standing Committees.

6. All papers considered by Standing Committees are to be returned by the Chairmen to the Stated Clerk; if this is not done before, it is to have attention on the last day of the Assembly, when the Standing Committees are discharged.

IV. Duties of Standing Committees.

1. Standing Committee on Bills and Overtures.

1. "To the question concerning the business and powers of the Committee on Overtures, proposed last year, the Synod answer, that Committee is intended to introduce business into the Synod in an orderly manner, that they may give advice concerning either the matter or manner of overtures brought to them, but have not power to suppress anything that comes regularly before them from inferior judicatories according to our known rules, or such overtures and petitions as inferior judicatories or particular persons desire to have laid before this Synod." (*Minutes,* Synod N. Y. and Phila., 1769, p. 393.)

2. "The General Assembly, at every meeting, shall appoint a Committee on Bills and Overtures, to prepare and digest business for the Assembly. Any person thinking himself aggrieved by this Committee may complain to the Assembly." (*Minutes,* 1789, p. 8.)

3. Petitions, questions relating either to doctrine or order, and usually all new propositions tending to general laws should be laid before the

Committee on Bills and Overtures, before they be offered to the Assembly. (*Minutes,* 1822, p. 42.)

4. "As much time is consumed, and the attention of the Assembly distracted with overtures and questions of minor importance, coming up from various quarters, impeding the transaction of business of more general interest, it is recommended that the Assembly order that, hereafter, Bills and Overtures come up only from Synods or Presbyteries; yet, that this may not prevent any Committee on Bills and Overtures from bringing before the House, of its own motion, upon a two-thirds vote of the Committee, any matter which they may deem of sufficient importance to engage the attention of the General Assembly." (*Minutes,* 1870, p. 90.)

5. In reply to the contention that the preceding rule "deprives the Church at large of the inalienable right of petition," the Assembly held that it "does not deny the right of petition, but only prescribes an orderly method of action, and saves the Assembly from unnecessary demands upon its time." (*Minutes,* 1884, pp. 75, 76.)

6. "The Stated Clerk shall receive all Overtures, Memorials and miscellaneous papers addressed to the Judicatory; shall make record of the same and deliver them to the Committee on Bills and Overtures for appropriate disposition or reference. (Concerning judicial papers, see p. 16.) This Committee shall have the floor, on the re-

assembling of the judicatory after each adjournment, to report its recommendations as to orders of business or reference of papers, and this right of the Committee shall take precedence of the orders of the day. This Committee shall report the papers retained by it, as well as those recommended for reference to other Committees, and no Committee shall report on matters which have not been referred to it by the judicatory." (See p. 96, *R.* XI.)

7. "It is inexpedient to answer *in thesi* questions which the Assembly may be called to answer judicially." (*Digest,* p. 280.)

8. Hereafter, all Overtures from Presbyteries and Synods, which are to come before the General Assembly, shall be, so far as practicable, in the hands of the Stated Clerk at least two weeks before the meeting of the Assembly, and by him shall be printed in convenient form for distribution on the floor of the Assembly, such distribution to be made not later than the second day of the Assembly." (*Standing Rule.*)

9. All Overtures, memorials and miscellaneous papers, connected with the business of the Assembly, must be presented to the Assembly, through the Stated Clerk, not later than the close of the second day of its session. (*Standing Rule.*)

2. Standing Committee on Judicial Business.

1. It is expedient that judicatories appoint a Standing Committee to be known as the Committee on Judicial Business, to which shall be re-

ferred all papers and questions of a judicial nature, and whose duty it shall be to recommend to the judicatory answers to judicial questions and orders of procedure in all judicial cases. (See p. 104, *R.* 41.)

2. In the General Assembly, the province of the Committee on Judicial Business shall be to pass upon the question of the regularity of the papers and the record in all cases referred to it by the Assembly; to determine, upon the face of the papers, whether questions of doctrine or Constitution are raised, and if, *prima facie,* there is a case, to recommend the same to the Assembly for reference to Judicial Commissions. The members of the Committee on Judicial Business are not debarred by their appointment from sitting and voting as members of the judicatory. (See p. 104, *R.* 41.)

3. It shall be the duty of the Committee on Judicial Business to examine the record, with all the papers and documents, in all appeals and complaints, and determine whether it contains all steps taken by the Synod or Presbytery where the action sought to be reviewed was had. If the Committee on Judicial Business finds that all such precedent action had is properly embraced therein, it shall then certify such case to the General Assembly, which certificate shall be in the following form:

"The Committee on Judicial Business of the General Assembly of 19— hereby certifies that it has duly examined all the papers, documents and

records filed with it by the Stated Clerk of the Assembly, in the within Case, and finds that all steps have been taken which are required by the laws of the Church, in order properly to present to the Permanent Judicial Commission the questions arising therein, and herewith transmits to said General Assembly all such papers, documents and records." (*Minutes,* 1914, p. 257.)

4. It shall be the duty of the Stated Clerk of the General Assembly, in transmitting to the Committee on Judicial Business the transcript in any Appeal or Complaint, also to transmit a certified copy of the docket made by him. (*Minutes,* 1914, p. 257.)

5. In the case of Complaints or Appeals affecting a Synod, this Committee should consult with the Standing Committee on Synodical Records.

3. Standing Committee on Polity.

1. Overtures and other papers relating to the polity of the Church, erection of Synods and Presbyteries, reception of foreign ministers, etc., are referred to this Committee.

2. In the year 1800, the General Assembly adopted regulations placing ministers from foreign countries upon probation for the period of one year, and requiring the Presbyteries to which they had reported to report the facts in each case, either to the Synods or to the General Assembly, prior to final reception (*Digest,* pp. 196-198).

This rule has been repealed with reference to ministers from the Presbyterian Churches of Great Britain and Canada. (*Digest,* p. 199.)

3. See Docket for time for presentation of report of the Committee to this Assembly.

4. Standing Committee on Home Missions.

1. The Reports of the Board of Home Missions and of the Woman's Board of Home Missions, also the Findings of the Home Mission Council, are submitted to this Committee, with other papers on the general subject.

2. This Committee is to nominate to the Assembly those who are to be elected as members of these two Boards.

3. See Docket for time for presentation of the Committee's Report to this Assembly. Its consideration is limited to an hour and a half.

5. Standing Committee on Foreign Missions.

1. The Report of the Board of Foreign Missions is submitted to this Committee, with other papers on the general subject.

2. This Committee is to nominate to the Assembly those who are to be elected as members of this Board.

3. See Docket for time for presentation of the Committee's report to this Assembly. Its consideration is limited to an hour and a half.

6. Standing Committee on Education.

1. The Report of the General Board of Education is submitted to this Committee, with other papers on the general subject.

2. This Committee is to nominate to the Assembly those who are to be elected as members of this Board.

3. See Docket for time for presentation of the Committee's report to this Assembly. Its consideration is limited to an hour and a half.

7. Standing Committee on Publication and Sabbath School Work.

1. The Report of the Board of Publication and Sabbath School Work is submitted to this Committee, with other papers on the general subject.

2. This Committee is to nominate to the Assembly those who are to be elected as members of this Board.

3. See Docket for time for presentation of the Committee's report to this Assembly. Its consideration is limited to one hour.

8. Standing Committee on Church Erection.

1. The Report of the Board of the Church Erection Fund is referred to this Committee, with other papers on the general subject.

2. This Committee is to nominate to the Assembly those who are to be elected as members of this Board.

3. See Docket for time for presentation of the Committee's report to this Assembly. Its consideration is limited to one hour.

9. Standing Committee on Theological Seminaries.

1. The Annual Reports of the several Theological Seminaries reporting to the Assembly are referred to this Committee, with other papers on the general subject.

2. The names of the Theological Seminaries will be found on pp. 76, 77, of this *Manual.*

3. This Committee is expected to prepare a Statistical Exhibit, such as appears on pp. 293-5, *Minutes* of 1921.

3. See Docket for time for presentation of the Committee's report to this Assembly.

10. Standing Committee on Relief and Sustentation.

1. The Annual Report of the Board of Relief and Sustentation is referred to this Committee, with other papers on the general subject.

2. This Committee is to nominate to the Assembly those who are to be elected as members of this Board.

3. See Docket for time for presentation of the Committee's report to this Assembly. Its consideration is limited to one hour.

11. Standing Committee on Freedmen.

1. The Annual Report of the Board of Missions for Freedmen is referred to this Committee, with other papers on the general subject.

2. This Committee is to nominate to the Assembly those who are to be elected as members of this Board.

3. See Docket for time for presentation of the Committee's report to this Assembly. Its consideration is limited to one hour.

12. Standing Committee on Narrative of Christian Life and Work.

1. The Narratives of Christian Life and Work from the several Presbyteries and Synods, and the Report of the Assembly's Special Committee on Narrative, are referred to this Committee, with other papers on the general subject.

2. This Committee also considers the Report of the Permanent Committee on Vacancy and Supply, with other papers on the general subject.

3. This Committee is to nominate to the Assembly those who are to be elected as members of the Permanent Committee on Vacancy and Supply.

4. See Docket for time of presentation of Committee's report to this Assembly.

13. Standing Committee on Correspondence.

1. All matters connected with the subject of correspondence between the General Assembly and the equivalent judicatories of other denominations, together with Reports of Delegates to such judicatories, are submitted to this Committee.

2. They also nominate Delegates to corresponding bodies and introduce to the Assembly, through the Moderator, Delegates from other Churches.

3. See Docket for time for presentation of report to this Assembly.

14. Standing Committee on Leave of Absence.

1. *Resolved,* That, as a Standing Rule of the Assembly, a Committee be appointed, whose duty it shall be to consider all applications for leave of absence, with power to decide on the same, in place of the House, and with instructions to require in every case satisfactory reasons for the necessity of such absence; . . . an appeal to the Assembly may be made, in any instance of refusal on the part of the Committee to grant the application. (*Minutes,* 1833, p. 390.)

2. It is now the usage for the Chairman to make but one report, and this at the last session of the Assembly, when he hands in a printed Assembly roll, with check marks and figures showing the names of Commissioners to whom leave of absence has been granted and on what days, and this exhibit is printed in the proceedings of the Assembly Journal.

3. "It is hereby ordered that no Commissioner who shall obtain leave of absence within the first six days of the sessions shall be entitled to receive anything from the Commissioners' Fund, unless the General Assembly shall order other-

wise, when the reasons for the application are given." (*Minutes,* 1827, p. 207.)

4. See Docket for time for Committee's report to this General Assembly.

15. Standing Committee on Temperance and Moral Welfare.

1. The Report of the Board of Temperance and Moral Welfare is referred to this Committee, with other papers on the general subject.

2. This Committee is to nominate to the Assembly those who are to be elected as members of this Board. (See p. 46.)

3. See Docket for time for presentation of Committee's report to this Assembly. Its consideration is limited to one hour.

16. Standing Committee on Men's Work.

1. To this Committee is referred the Report of the Assembly's Permanent Committee on Men's Work, with other papers on the general subject.

2. This Committee nominates to the Assembly for election those who are to be elected as members of the Permanent Committee.

3. See Docket for time for presentation of Committee's report to this Assembly. Its consideration is limited to one hour.

17. Standing Committee on Finance.

1. The Reports of the Trustees and of the Treasurer of the Assembly are referred to this Committee.

2. "All resolutions for the appropriation of money, outside the Boards, should be brought before the Finance Committee, before action by the Assembly." (*Standing Rule.*)

3. "The Recommendation of any particular congregation to the benevolence of the denomination, by the General Assembly, is not to be understood as creating either a legal or a moral obligation upon the Assembly for the payment of the amount recommended to be contributed by the churches." (*Standing Rule.*)

4. See Docket for time for Committee's report to this General Assembly.

18. Standing Committee on Mileage.

1. The Mileage Committee is entrusted with the auditing, and approving for payment of the bills for traveling expenses of the Commissioners.

2. Blanks for the preparation of the bills of Commissioners will be furnished by the Stated Clerk or the Treasurer prior to or at the meeting of the Assembly.

3. See Docket for time for Committee's Reports to this General Assembly.

4. The Mileage Fund was first established in 1806. (*Minutes,* p. 370.) Special attention is called to the *Mileage and Contingent System* adopted by the General Assembly of 1870, and amended by the General Assemblies of 1875, 1877, 1884 and 1910. As amended, it is as follows:

"The Committee to whom it was referred to

consider and report a uniform system of Mileage, whereby full provision may be made for the traveling expenses of the Commissioners to our General Assemblies, and to meet the contingent expenses of each Assembly, respectfully report:

"It is affirmed, *Form of Government,* Chap xxii, Sec. 3, that, 'in order, as far as possible, to procure a respectable and full delegation to all our judicatories, it is proper that the expense of ministers and elders, in their attendance on these judicatories, be defrayed by the bodies which they respectively represent.'

"The principle is thus established, that provision should be made for the payment of the traveling expenses of Commissioners to the General Assembly. This provision should be made by the Presbyteries.

"As far as possible, the feebler Presbyteries should be aided in this matter by the stronger. It appears just and reasonable, and so has been found by experience, that the estimated contingent expenses of each Assembly, and the traveling expenses of the Commissioners in coming to and returning from the Assembly should be fully met by the apportionment of the whole amount among the several Presbyteries, according to the number of their communicants respectively.

"It is therefore recommended—

"1. That the Standing Committee on Mileage annually appointed, be instructed to present an

estimate of the probable amount that will be needed by the next General Assembly, in order to meet their contingent expenses and the traveling expenses of their Commissioners, with a statement of the *per capita* rate, based on the number of communicants, that will be needed to secure the amount.

"2. That the Presbyteries, at their stated meeting next following the adjournment of the General Assembly, apportion the amount required of their Churches as they deem best.

"3. The Assembly's Stated Clerk will send apportionment statements to the Stated Clerks and Treasurers of the Presbyteries, with the request that the amounts due be forwarded to the Assembly's Treasurer, prior to the date of the Assembly meeting.

"4. It is understood that Commissioners, both in coming to and returning from the Assembly, will avail themselves of any commutation of fares that may be offered in season; and that in other cases they are to take, when practicable, the most economical route; no allowance to be made for extra accommodation along the way. Also, that Commissioners asking compensation for sleeping car fare attach receipts to their claims for Mileage for all sleeping car fares. Also, that no one will charge for return expenses unless he intends to go back to his field of labor; and that no one on a business tour, or excursion of pleasure, will make a convenience of the meeting of

the Assembly, and expect payment of his traveling expenses from the Mileage Fund. Also, that Commissioners, as soon after their arrival as practicable, are to report themselves to the Committee of Arrangements, and have their respective places of abode assigned them.

"5. That the Mileage Committee, after appropriating from the whole sum an amount sufficient to meet the estimated contingent expenses of the Assembly, be instructed to audit these bills and that the Treasurer pay them *pro rata* (if found in accordance with the preceding regulations), as far as the funds will permit.

"6. That, in order to avail themselves of the proceeds of this fund, the Presbyteries must contribute their full proportion to it according to the *per capita* rate.

"7. That every minister, and every vacant Church contributing to this fund, connected with the Presbyteries thus complying with the provisions of this plan, be entitled to a copy of the *Annual Minutes* of the General Assembly.*

"8. That the Commissioners from Presbyteries in foreign lands receive their necessary traveling expenses, *pro rata,* from their place of residence in this country."

19. Standing Committee on Synodical Records.

1. "It shall be the duty of the Synod to keep full and fair records of its proceedings, to sub-

* Presbyteries must also have paid their Contingent tax.

mit them annually to the inspection of the General Assembly." (*Gov.*, Chap. XI, Sec. 6.)

2. The General Assembly "shall review the records of every Synod, and approve or censure them." (*Gov.*, Chap. XII, Sec. 4.) In such review the Assembly is to examine whether the proceedings have been correctly recorded; have been constitutional and regular; have been wise, equitable, and for the edification of the Church.

3. Formerly, a separate Committee was appointed to examine the Minutes of each Synod; but the Assembly of 1920 unanimously adopted the following:

"That to the list of the General Assembly's Standing Committees there shall be added one, as No. 19, on Synodical Records, to which shall be referred all Minutes of Synods, for examination, this method of caring for the records of Synods to supplant the one now in vogue." (*Minutes*, 1920, p. 250.)

4. Apply to the Stated Clerk for the Records.

5. Return the Records to the Stated Clerk, after examination.

6. Do not enter upon the Records the Report of the Committee. This will be done by the Stated Clerk, after the approval of the Report by the Assembly.

7. The form of Report should be in some such words as the following: "The Committee on Synodical Records respectfully reports to the Assembly that the Records of the Synod (or

Synods) of . . . have been carefully examined, that they are neatly and correctly kept, that they are in accord with the Constitution of the Church, and their approval is, therefore, recommended."

In behalf of the Committee,

Chairman.

8. If exceptions to the Records are to be reported by the Committee, some such form as the following is suggested: "The Committee on Synodical Records respectfully reports to the Assembly that the Records of the Synod (or Synods) of . . . have been carefully examined, that they are neatly and correctly kept, and their approval is recommended, with the following exceptions:" (Here insert the Committee's criticisms.)

In behalf of the Committee,

Chairman.

9. The exceptions to be made to Records are such as the following: failure to engross the minutes properly and neatly, lack of fullness of record, omission of prayer at opening and closing of sessions, omission of names of absentees, omission of Reports of Committees, failure to give full particulars in judicial cases, holding business sessions on the Sabbath, absence of quorum, etc. (See *Digest,* pp. 246-259, 681-683, 685-688.)

10. The General Assembly has enacted a Rule by which the Minutes of Synod may be presented

in printed form, on the following conditions: (*a*) "That such printed Minutes be complete and accurate in all details. (*b*) That they be uniform as to size of page with the *Minutes of the Assembly*. (*c*) That the copy submitted by each Synod to the Assembly for review be attested by the certificate of the Stated Clerk of the Synod in writing. (*d*) That blank pages be left at the end for recording any exceptions that may be taken." (*Minutes*, 1884, p. 75.)

11. If the Minutes of Synod are not present in the Assembly, the Chairman of the Committee should report the fact to the Assembly in writing, with such recommendations as the Committee may deem appropriate in the case.

12. If Complaints or Appeals are before the Assembly from a Given Synod, the Chairman should consult with the Committee on Judicial Business and the Judicial Commission, prior to making his Report, so that any action proposed may be consistent.

13. The approval of the General Assembly is necessary in order that Synods may erect, unite, or divide Presbyteries. (*Form of Gov.*, Chap. xi, Sec. 4.)

V. Time Limits for Committee Reports.

1. An hour and a half each is the allowance for considering the reports of the Standing Committees on Foreign Missions, General Education and Home Missions.

2. An hour each is the allotment for the reports of the Permanent Committees on Evangelism and Men's Work, also for the Standing Committees on Church Erection, Freedmen, Ministerial Relief and Sustentation, Publication and Sabbath School Work, Temperance and Moral Welfare.

3. The time for each Committee is thus divided: half to the Committee, and half to the floor.

4. The Secretary, or other representative of the Agency being reported upon, is to have half the time assigned to the Committee, if he so desires.

5. No Commissioner shall speak more than five minutes, until all other Commissioners so desiring have spoken on the pending question.

VI. Contents of Committee Reports: Resolutions and Recommendations Only.

Reports of the above-named Committees shall contain only the resolutions or recommendations which are to be submitted to the Assembly omitting all details contained in the printed reports of the Agencies being reported upon, and the Chairman shall be previously so notified by the Stated Clerk. (*Standing Rlue.*)

II. SPECIAL COMMITTEES.

I. Regulations.

1. The General Assembly from time to time appoints Committees for the consideration of

special matters and topics. They are called Special Committees, to distinguish them from the Permanent and Standing Committees, and are directed to report either to the sitting or the next ensuing Assembly.

2. The members of these Committees are appointed by the Moderator, unless the House otherwise directs. (*Rules for Jud.* No. 7.)

3. "The Moderator is authorized to fill by appointment any vacancies which may occur, by resignation or otherwise, in any of the Special Committees." (*Standing Rule.*)

4. "All Special Committees, appointed by one General Assembly to report to the next Assembly, shall be ready to present their reports on the second day of the session." (*Standing Rule.*)

5. The Stated Clerk is the Secretary and Custodian of the Correspondence of the *ad interim* Committees. (*Minutes,* 1894, p. 161.)

6. The failure of an Assembly to reappoint a Special Committee which reports to it discharges the Committee. The Chairmen of Committees should be careful, therefore, to include in the report a statement bearing upon the question of continuance.

7. "All reports of Special Committees shall be delivered to the Stated Clerk on or before April first of each year, shall be printed by him, and copies shall be sent, in bound form, to Commissioners, so far as practicable. immediately upon notification of their election;

and copies shall also be delivered to the Assembly on the second day of the sessions." (*Standing Rule.*)

8. Whenever the General Assembly shall create or shall continue for another year a Special Committee, it shall definitely indicate whether the expenses of said Committee are to be paid by the General Assembly; said expenses, if so paid, to be limited to actual traveling expenses, including reasonable expenditures for hotel bills and meals *en route*, incurred by members of the Committee only; and the expenses of the chairman, or other designated member of a committee, to the meeting of the Assembly, for the presentation of the report of any committee, shall likewise be paid, when personal presentation is manifestly necessary. (*Minutes*, 1921, p. 184.)

9. The Stated Clerk is authorized to pay the traveling and other expenses of the members of Special Committees appointed or continued by the General Assembly, incurred by attendance upon the regular meetings of the Committees, said expenses to be kept within as low a limit as possible; and he is also authorized to contract for the printing of Committee Reports to the next Assembly, and pay the bills for the same. (*Minutes*, 1908, p. 239.)

10. The Executive Commission may authorize the payment of the expenses of Special Committees of the Assembly, within the limits fixed by the Assembly, in lump, upon warrants of the

Stated Clerk, countersigned by the Chairman of its Finance Committee.

11. That Special Committees and the Executive Commission be entitled to draw upon the funds of the Assembly for only the expenses of their regular meetings. (*Minutes,* 1911, p. 132.)

12. Wherever practicable, neither ministers nor elders shall be appointed to serve on more than one special committee, except by consent of the General Assembly. (*Standing Rule.*)

II. List of Special Committees and Commissions.

Special Committee on Christian Life and Work.

1. Members and officers of this Committee are as follows:

1919-1922—Rev. Hugh B. MacCauley, D.D., Paterson, N. J.; Rev. Paul M. Strayer, D.D., Rochester, N. Y.; Mr. H. P. Ford, Philadelphia, Pa.

1920-1923—Rev. Paul R. Hickok, D.D., Troy, N. Y.; Rev. R. E. Williams, D.D., Philadelphia, Pa.; Mr. Edwin J. Gillies, New York. N. Y.

1921-1924—Rev. William P. Merrill, D.D., New York, N. Y.; Rev. George E. Hawes, D.D., Harrisburg, Pa.; Hon. William Jennings Bryan, Miami, Fla.

Chairman, Moderator of the Assembly.

Acting Chairman, Hon. Nathan G. Moore, Vice-Moderator.

Secretary, Stated Clerk of the Assembly.

Chaplains in the United States Army and Navy.

Chairman, Rev. Wallace Radcliffe, D.D., Washington, D. C.; Rev. Maitland Bartlett, New York, N. Y.; Rev. Ford C. Ottman, D.D., New York, N. Y.; Rev. John C. Palmer, D.D., Washington, D. C.; Rev. Charles Wood, D.D., Washington, D. C.; Rev. George J. Russell, New York, N. Y.; Admiral W. R. Du Bose, Washington, D. C.; Hon. James P. Newton, Washington, D. C.

Church Co-operation and Union.

Chairman, Rev. J. Ross Stevenson, D.D., Princeton, N. J.; Rev. William H. Black, D.D., Marshall, Mo.; Rev. John F. Carson, D.D., Brooklyn, N. Y.; Rev. Edgar A. Elmore, D.D., Chattanooga, Tenn.; Rev. Charles R. Erdman, D.D., Princeton, N. J.; Rev. Reuben H. Hartley, D.D., La Jolla, Calif.; Rev. Edgar P. Hill, D.D., New York, N. Y.; Rev. George E. Hunt, D.D., Madison, Wis.; Rev. John A. Marquis, D.D., New York, N. Y.; Rev. William McKibbin, D.D., Cincinnati, Ohio; Rev. Harlan G. Mendenhall, D.D., New York, N. Y.; Rev. William P. Merrill, D.D., New York, N. Y.; Rev. George Reynolds, D.D., New Rochelle, N. Y.; Rev. James H. Snowden, D.D., Pittsburgh, Pa.; Rev. Joseph A. Vance, D.D., Detroit, Mich.; Rev. Hugh K. Walker, D.D., Los Angeles, Calif.; Edward E. Beard, Esq.,

Lebanon, Tenn.; Mr. Robert S. Fulton, Cincinnati, Ohio; Henry W. Jessup, Esq., New York, N. Y.; Mr. John T. Manson, New Haven, Conn.; Prof. J. J. McConnell, Cedar Rapids, Iowa; Hon. John A. McIlvane, Washington, Pa.; Gen. George E. Shields, St. Louis, Mo.

Digest of the General Assembly.

Chairman, Rev. John V. Stephens, D.D., Cincinnati, Ohio; Rev. Harold McAfee Robinson, D.D., Philadelphia, Pa.; Rev. Edward L. Warren, D.D., Louisville, Ky.; Rev. Lewis S. Mudge, D.D.

Commission on Korean Missionaries in their Relations to Board of Foreign Missions.

Chairman, Rev. Thomas R. Good, Schenectady, N. Y.; Rev. S. S. Palmer, D.D., Columbus, Ohio; Rev. Alfred H. Barr, D.D., Baltimore, Md.; Rev. John Harvey Lee, Philadelphia, Pa.; Rev. Minot C. Morgan, D.D., Detroit, Mich.; Mr. George Barber, Buffalo, N. Y.; Mr. William B. Hay, Cincinnati, Ohio.

New Era Debt.

Rev. John A. Marquis, D.D., Rev. William P. Schell, Rev. Edgar P. Hill, D.D., Rev. Harold McA. Robinson, D.D., Rev. David G. Wylie, D.D., Rev. Henry B. Master, D.D., Rev. John M. Gaston, D.D., Rev. Charles Scanlon, LL.D., Rev. George G. Mahy, D.D.,

Rev. William F. Weir, D.D., Rev. Harry L. Bowlby, D.D., Miss Margaret E. Hodge, Miss Lucy H. Dawson.

New Era Movement.

Twelve from the Church at large:

Chairman, Mr. John T. Manson, New Haven, Conn.; Rev. Joseph W. Cochran, D.D., Detroit, Mich.; Rev. William C. Covert, D.D., Chicago, Ill.; Rev. S. W. McKelvey, D.D., Philadelphia, Pa.; Rev. John Harvey Lee, Philadelphia, Pa.; Rev. William R. Taylor, D.D., Rochester, N. Y.; Rev. Joseph A. Vance, D.D., Detroit, Mich.; Mr. Edward N. Abbey, New York, N. Y.; John H. Finley, Ph.D., New York, N. Y.; Mr. William A. Harbison, Pittsburgh, Pa.; Mr. George Nicholson, Wilkes-Barre, Pa.; Mr. A. R. Nicol, New York, N. Y.

Thirteen from the Assembly Agencies:

Rev. Harry L. Bowlby, D.D., (Per. Com. on Sab. Observance); Rev. John M. Gaston, D.D. (Board for Freedmen); Rev. William P. Schell (Board of Foreign Missions); Rev. F. E. Stockwell, D.D. (General Board of Education); Rev. George G. Mahy, D.D. (Per. Com. on Evangelism); Rev. Henry B. Master, D.D. (Board of Ministerial Relief and Sustentation); Rev. John A. Marquis, D.D. (Board Home Missions); Rev. Ford C. Ottman, D.D. (Board of Church Erec-

tion); Rev. Harold McAfee Robinson, D.D. Board Publication and Sabbath School Work); Rev. Charles Scanlon, LL.D. (Board Temp. and Moral Welfare); Rev. Charles H. McDonald, D.D. (Per. Com. on Men's Work); Miss Lucy H. Dawson (Woman's Board of Home Missions); Miss Margaret Hodge (Woman's Board of Foreign Missions).

Reorganization and Consolidation of Assembly Agencies.

Chairman, Rev. John Timothy Stone, D.D., Chicago, Ill.; Rev. William H. Black, D.D., Marshall, Mo.; Rev. Walter H. Houston, D.D.,* Columbus, Ohio; Rev. Robert J. MacAlpine, D.D., Buffalo, N. Y.; Rev. Alexander MacColl, D.D., Philadelphia, Pa.; Rev. Leon D. Young, D.D., Dallas, Tex.; Rev. Fred'k W. Hinitt, D.D., LL.D., Indiana, Pa.; Rev. Wm. R. Taylor, D.D., Rochester, N. Y.; Pres. W. O. Thompson, Columbus, Ohio; Dr. Andrew Timberman, Columbus, Ohio; Mr. Bernard O. Steiner, Baltimore, Md.; Mr. George P. Conard, New York; Hon. John H. DeWitt, Nashville, Tenn.; Mr. Ralph W. Harbison, Pittsburgh, Pa.; Hon. Nelson H. Loomis, Omaha, Neb.

To Visit Theological Seminaries.

Chairman, Pres. W. O. Thompson, D.D., Columbus, Ohio; Rev. Joseph W. Cochran, D.D.,

* Deceased.

Detroit, Mich.; Rev. Herbert B. Smith, D.D., Los Angeles, Calif.; Mr. Henry B. Ward, Champaign, Ill.; Mr. David B. Corson, Newark, N. J.

Work on Continent of Europe.

Chairman, Rev. Sylvester W. Beach, D.D., Princeton, N. J.; *Secretary,* Rev. William Hiram Foulkes, D.D., New York, N. Y.; *Treasurer,* Mr. Dwight H. Day, New York, N. Y.; Rev. Joseph W. Cochran, D.D., Detroit, Mich.; Rev. Tertius VanDyke, New York, N. Y.; Rev. Charles Wood, D.D., Washington, D. C.; Rev. H. G. Mendenhall, D.D., New York, N. Y.; Rev. Arthur J. Brown, D.D., New York, N. Y.; Rev. John A. Marquis, D.D., New York, N. Y.; Rev. Ford C. Ottman, D.D., New York, N. Y.; Rev. David G. Wylie, D.D., New York, N. Y.; Pres. Cheesman A. Herrick, Philadelphia, Pa.; Mr. W. S. Coffin, New York, N. Y.

Commission on Co-operation with the World Alliance for Promoting International Friendship Through the Churches.

Chairman, Rev. Arthur J. Brown, D.D., LL.D., New York, N. Y.; Rev. Martin D. Hardin, D.D., Ithaca, N. Y.; Rev. John McDowell, D.D., New York, N. Y.; Rev. John Timothy Stone, D.D., LL.D., Chicago, Ill.; Rev. Charles Wood, D.D., Washington, D. C.; Rev. Henry Sloane Coffin, D.D., New York,

N. Y.; Rev. Wm. H. Foulkes, D.D., LL.D., New York, N. Y.; Rev. Alexander MacColl, D.D., Philadelphia, Pa.; Rev. William P. Merrill, D.D., New York, N. Y.; Rev. J. Ross Stevenson, D.D., LL.D., Princeton, N. J.; Rev. Paul F. Sutphen, D.D., Cleveland, Ohio; Rev. Charles L. Thompson, D.D., LL.D., New York, N. Y.; Rev. Charles R. Zahniser, Ph.D., Pittsburgh, Pa.; Rev. John H. Boyd, D.D., Portland, Ore.; Rev. Samuel Van V. Holmes, D.D., Buffalo, N. Y.; Mr. James Bertram, New York, N. Y.; Mr. Thos. C. Day, Indianapolis, Ind.; Pres. John H. McCracken, LL.D., Easton, Pa.; Mr. Richard C. Morse, Brooklyn, N. Y.; Mr. James M. Speers, New York, N. Y.; Mr. Charles Thaddeus Terry, New York, N. Y.; Mr. James A. Whitmore, New York, N. Y.; Mr. Alfred R. Kimball, New York, N. Y.; Pres. Henry Noble MacCracken, LL.D., Poughkeepsie, N. Y.; George A. Plimpton, LL.D., New York, N. Y.; Amos P. Wilder, Ph.D., New Haven, Conn.; Dr. Robert E. Speer, New York, N. Y.; Mr. James H. Post, New York, N. Y.

Official Representatives, American Section Universal Conference of Church of Christ on Life and Work.

Chairman, Rev. Arthur J. Brown, D.D., New York, N. Y.; Rev. Edgar P. Hill, D.D., New

York, N. Y.; Rev. Harlan G. Mendenhall, D.D., New York, N. Y.; Rev. Charles L. Thompson, D.D., New York, N. Y.; Rev. William P. Merrill, D.D., New York, N. Y.

Every Member Plan Committee.

Chairman, Rev. John A. Marquis, D.D.; Miss Lucy H. Dawson; Rev. Stanley P. White, D.D.; Rev. Edgar P. Hill, D.D.; Rev. H. McA. Robinson, D.D.; Rev. David G. Wylie, D.D.; Rev. Henry B. Master, D.D.; Rev. John M. Gaston, D.D.; Rev. Charles Scanlon, LL.D.; Rev. George G. Mahy, D.D.; Rev. William F. Weir, D.D.; Rev. H. L. Bowlby, D.D.; Mr. Frank H. Mann; Mr. David McConaughy; Rev. William S. Marquis, D.D.

The Presbyterian Magazine Committee.

Chairman, Rev. David G. Wylie, D.D.; *Secretary,* Rev. William P. Schell; Rev. William Hiram Foulkes, D.D., Rev. John M. Gaston, D.D., Rev. F. E. Stockwell, D.D., Rev. John McDowell, D.D., Rev. Henry B. Master, D.D., Rev. Harold McA. Robinson, D.D., *Editor,* Rev. James H. Snowden, D.D., *Publisher,* Mr. Horace P. Camden.

VI. Agencies of the Assembly

I. THE BOARDS AND PERMANENT COMMITTEES.

The Boards and Permanent Committees were established by the General Assembly and are subject to its authority. They are entrusted, as a rule, with the conduct of the General Missionary and Benevolent Work of the Church.

I. The Constitutional Provisions.

These will be found in the Form of Government, Chapter xii, Section 5 and Chapter xviii.

II. The Acts of the General Assembly.

1. For the names and officers of all the Boards and the Permanent Committees, see the inside of the covers of this *Manual.*

2. Each of the Boards submits an Annual Report to the Assembly.

3. "Each Board and Permanent Committee is instructed to send up its Minutes with its Report, that these minutes may be reviewed by the Assembly, on the report of the appropriate Standing Committee." (*Standing Rule.*)

4. "The Treasurer of each of the several Boards of the Church, and of each of the Per-

manent Committees of the General Assembly, is hereby instructed to furnish, in connection with his annual report, a Summary, showing total receipts (*a*) from churches and church organizations; (*b*) from individuals; (*c*) from legacies; (*d*) from invested funds; (*e*) from miscellaneous sources, including tuition, sales of literature, etc.; also a similar Summary of Expenditures for (*a*) field work, (*b*) administrative expenses, (*c*) advertising, maintenance of investments, etc. Transfer of funds from one account to another is not to be included in said summary." (*Minutes,* 1907, p. 246.)

5. "A sufficient number of the Reports of the Boards and Committees shall be forwarded by them to the place of meeting of each Assembly, prior to the day of meeting; and a complete file of the same, stitched together, shall be delivered to each Commissioner." (*Standing Rule.*)

6. "No person shall serve as a member of a Board who is a salaried executive officer or employe of said Board or of any institution officially connected with said Board, or a member of any other benevolent Board of the Church; and no more than one ruling elder from the same congregation shall serve on a Board at the same time." (*Standing Rule.*) (For exceptions, see *Minutes,* 1916, p. 204.)

7. "Any vacancy occurring in the membership of any of the Boards of the Church, during the interval between Assemblies, may be filled, until

the next succeeding meeting of the Assembly, by the Board in which such vacancy may occur." (*Standing Rule.*)

8. "Upon the original appointment of any salaried executive officer of any of the Benevolent and Missionary Boards of the Church, such appointment shall be subject to the approval of the General Assembly." (*Standing Rule.*)

9. For information as to the Charters of the Boards, number of members, etc., see their Annual Reports.

10. "In all questions touching the character of ministers, the Board . . . . in cases of difference between itself and the Presbytery, should abide by the final judgment of the Presbytery." (*Minutes,* 1883, p. 643.)

II. THE THEOLOGICAL SEMINARIES.

1. The theological institutions under the control of the Assembly are twelve in number, viz.:

(1) Princeton Theological Seminary, Princeton, N. J.

(2) Auburn Theological Seminary, Auburn, N. Y.

(3) Western Theological Seminary, Pittsburgh, N. S., Pa.

(4) Lane Theological Seminary, Cincinnati, Ohio.

(5) Kentucky Theological Seminary, Louisville, Ky.

(6) McCormick Theological Seminary, Chicago, Ill.

(7) San Francisco Theological Seminary, San Anselmo, Cal.

(8) Dubuque College and Seminary, Dubuque, Ia.

(9) Bloomfield Theological Seminary, Bloomfield, N. J.

(10) Lincoln University (Theological Department), Lincoln University, Pa.

(11) Biddle University (Theological Department), Charlotte, N. C.

(12) Omaha Theological Seminary, Omaha, Neb.

VII. Financial System

The General Assembly of 1911 referred to the Executive Commission with power, "the administration of the finances of the Assembly, the appointment of a treasurer included." (See *Minutes,* 1911, p. 130.) The following plan of administration of finances of the Assembly was adopted in due form by the Executive Commission, and became operative December 30, 1911. That plan, with certain modifications which the Executive Commission has made since the last Assembly, is as follows:

1. *Election of Treasurer.*—The office of Treasurer is hereby reconstituted, and The Land Title and Trust Company of Philadelphia is elected Treasurer of the General Assembly of the Presbyterian Church in the U. S. A.

2. *Duties of the Treasurer.*

(*a*) To receive all funds for the financial administration of the General Assembly, including the presbyterial apportionments for the mileage, entertainment and contingent funds, receipts from the sale of *Minutes* by the Stated Clerk, and moneys from any sources as ordered by the General Assembly. These funds shall be deposited by the Treasurer in the name of "The General Assembly of the Presbyterian Church in the U. S. A."

(*b*) To disburse the funds of the Assembly, in the intervals between its meetings, for amounts as provided for in the budget hereinafter referred to; payments to be made upon regular vouchers showing the character and amount of the expenditures, to be drawn by the Stated Clerk and vouched for and signed by him as correct. Upon receipt of a regular voucher in due form from the Stated Clerk, countersigned by the Treasurer, the Treasurer shall draw a check for the amount, to the order of the party named in the voucher, and transmit the same to the proper person. In the absence or disability of the Stated Clerk, the Chairman of the Finance Committee of the Executive Commission shall act on his behalf. A certified copy of this resolution shall be sent to the Treasurer.

(*c*) To pay the mileage and entertainment bills of commissioners at the meetings of the General Assembly. For the payment of these bills the Treasurer may deposit sufficient funds, as provided in the budget, in a local bank or trust company to be selected by the Treasurer in the place where the Assembly meets, and the Treasurer, or his representative, shall draw a check to the order of each commissioner, upon the mileage statement of said commissioner, signed by said commissioner when approved by the Mileage Committee and countersigned by a member thereof, and this mileage statement shall be a voucher for payment; also a check to the order of each commis-

sioner upon the entertainment statement of said commissioner, signed by said commissioner, and countersigned by a member of the Entertainment Committee, and such entertainment statement shall be a voucher for payment. The Treasurer shall distribute the checks to the commissioners in such manner as he may deem best.

(*d*) To keep the books of accounts of all receipts and disbursements, and to make a report to the Finance Committee of the Executive Commission quarterly. The Treasurer shall also make an annual report, which shall be audited by a certified public accountant, appointed by the Finance Committee of the Executive Commission, and shall be transmitted through the Stated Clerk to the General Assembly, to be referred in due course to the Standing Committee on Finance of the sitting Assembly for examination and approval.

3. *Duties of the Stated Clerk.*

(*a*) To send notices of apportionments to the Presbyteries, specifying the amounts due for the different funds. The notices shall give instructions that all checks or drafts shall be drawn to the order of "the Treasurer of the General Assembly of the Presbyterian Church in the U. S. A."; and such checks or drafts shall be forwarded to the Treasurer, who shall keep a record of all receipts. Payments of apportionments made by Presbyteries while the Assembly is in session shall be transmitted to the Treasurer.

(*b*) To send forms for the Mileage, together with necessary information regarding Entertainment, to each commissioner, so far as feasible, at least ten days prior to the meeting of the Assembly.

(*c*) To prepare an annual budget for the expenses of the office of the General Assembly and of other expenses of the Assembly. The budget shall specify each item of expense definitely as to character and amount, and shall include the salaries of the officers of the Assembly, office assistants and stenographers, allowances for postage and incidentals, and the cost of printing and distributing the *Minutes*. The budget shall also contain an estimate for the traveling and entertainment expenses of commissioners for each General Assembly, and an allowance for the expenses of the Moderator for official visitation of the Church. Said budget thus itemized, shall be submitted to the Finance Committee of the Executive Commission, and after examination and approval, shall be presented to the Executive Commission at its March meeting in each year, for action. Certified copies of the budget, when approved by the Executive Commission, shall be presented to the Finance Committee of the Executive Commission, to the Stated Clerk and to the Treasurer, and shall be the general warrant both for the Stated Clerk and for the Treasurer, for payments to be made upon particular vouchers duly drawn in accordance with this plan

Any questions arising in connection with the budget, and any special needs, not specified, arising from time to time, shall be considered and decided by the Finance Committee of the Executive Commission, which decision shall be binding upon the Stated Clerk and upon the Treasurer.

(*d*) To provide for payment of the expenses of the Executive Commission and of special committees. Each member of such bodies shall furnish to the Stated Clerk an itemized statement of his expenses upon a form duly approved by the Finance Committee of the Executive Commission. These accounts ordinarily are to be paid to the members separately by the Treasurer on vouchers of the Stated Clerk duly drawn. Should the need arise, a voucher, in due form, may be drawn by the Stated Clerk upon the Treasurer for a sum estimated by him to be sufficient to pay the expenses of the members of such bodies, for each particular meeting; and the individual accounts, countersigned by the chairmen of such bodies and duly receipted, shall be the vouchers of the Stated Clerk and of the Treasurer for the payments made, and any balance shall be returned to the Treasurer, after each meeting.

4. *Duties of the Finance Committee of the Executive Commission.*

(*a*) To exercise a careful oversight of the administration of the finances of the General Assembly with a view to the greatest possible

economy and efficiency; to examine and approve the budget, and to see that said budget, when adopted by the Executive Commission, is strictly adhered to and effectively carried out; to authorize the signing of regular vouchers so as to provide for the payment of the items of expenditures contained in the budget, and also all other expenses arising from time to time by reason of special needs.

(*b*) To receive and examine the quarterly and annual reports of the Treasurer; to provide for the auditing of the books of the Treasurer by certified public accountants; and also to arrange for loans when necessary for the financial administration of the General Assembly, and the notes shall be signed by the chairman of the Finance Committee of the Executive Commission and countersigned by the Stated Clerk.

VIII. Miscellaneous Subjects

Place of Meeting.

1. The General Assembly appointed in 1881 a Permanent Committee on the Next Place of Meeting, which now consists of the Moderator for the time being, with the Stated Clerk. To this Committee all invitations to the General Assembly are referred for consideration and report.

2. The Second Thursday 10.00 A. M. is the time appointed for action by the General Assembly on the report of this committee.

3. The General Assembly, on the report of this Committee, appoints a Committee of Arrangements for its next meeting, consisting of the pastor and elders of the church with which the Assembly meets and the Stated Clerk. Of this Committee the pastor of the church is Chairman, and the Committee receives power to add to its number.

4. The Committee of Arrangements has charge of the edifice in which the Assembly meets, subject to the Assembly's orders. It also provides places of entertainment for the Commissioners, recommends to the Assembly the order of exercises in connection with the administration of the Lord's Supper on the first Thursday of the Assembly's meeting, and aids certain of the Boards in preparation for the evening

popular meetings. The Committee has no authority in connection with the Assembly's ordinary business.

5. The Moderator, with the Stated Clerk, should an emergency requiring action at any time arise, are authorized to provide a new place of meeting for the General Assembly. (*Minutes*, 1899, p. 89; *Standing Rule.*)

Religious Services.

1. The General Assembly is always opened with a sermon or an address by the Moderator, or, in his absence, by the person eligible to take his place. It is the custom for the Moderator to invite other ministers present to take part with him in the opening devotional services.

2. Every session of the Assembly must be opened and closed with prayer. These prayers may be offered either by the Moderator or by other persons named by him.

3. It is now the custom to devote the last half hour of every morning session to religious services, to be conducted either by the Moderator or by other persons appointed by him.

4. The Sacrament of the Lord's Supper is celebrated on the morning of the first Thursday of the sessions. The retiring Moderator presides at this service, and is aided by ministers and ruling elders selected by the Committee of Arrangements.

5. The Book of Hymns and Tunes approved for use at all meetings is the Presbyterian Hymnal.

6. After the reading of the Narrative of Christian Life and Work and the Necrology, an appropriate hymn is sung, and prayer offered by some one of the senior ministers present, to be appointed by the Moderator.

7. It is the custom for the Assembly to appoint, at the suggestion of the Moderator, or by resolution of the body, such additional services as may be required by special circumstances.

Popular Meetings.

The Evenings of the days of session are assigned to popular meetings. The times when and the places where these meetings are to be held are, under the Standing Rules, subject to the approval of the Stated Clerk. The detailed arrangements for each of these meetings are entirely in the hands of the Boards conducting it.

The Pre-Assembly Conferences.

The General Assembly of 1918, Minutes, p. 38, confirmed the previous regulations for the Pre-Assembly Conferences, and made it a Standing Rule of the Assembly "that the Executive Commission shall be empowered to arrange for all Conferences immediately preceding the meetings of General Assemblies; the subject to be first considered by the Every-member Plan Com-

mittee, and then to be reported by it to the Executive Commission for action."

Platform Notices.

Only notices connected directly with the business of the General Assembly shall be read from the platform, and all notices, prior to announcement, shall be submitted either to the Moderator or the Stated Clerk for approval. Telegrams and special letters shall be reported to the Assembly only at times to be designated by the Moderator. (*Standing Rule.*)

IX. Affiliated Religious Bodies

World Alliance of Reformed Churches.

1. The Presbyterian Church in the U. S. A. is a member of the "Alliance of the Reformed Churches throughout the World holding the Presbyterian System." The Constitution of the Alliance will be found in the *Digest,* p. 308.

2. The General Assembly appoints delegates to the General Councils of the Alliance, which are held at stated intervals, ordinarily every four years. The basis of representation as fixed by the Western Section is as follows: Every church of 25,000 communicants or under to be entitled to two delegates, preferably a minister and a ruling elder; but where any church has more than 25,000 communicants, then for each completed 12,500 after 25,000, one delegate. The General Councils are held at such places as may be determined by the Councils, and at dates indicated by the duly appointed Committee of Arrangements for each Council.

3. The General Assembly of 1876 appointed the Moderator with the Stated and Permanent Clerks and three other gentlemen a Committee to appoint delegates to the first Council of the Alliance (*Minutes,* pp. 50-53). Action of a similar

character was taken by the Assemblies of 1879, 1886, 1894, 1898, 1902, etc.

4. The Moderator for the time being, with the Stated Clerk, usually constitute the Committee to fill vacancies in the delegations.

5. The expenses of the Alliance are distributed *pro rata* to the different Churches therein, the basis being the number of delegates to which each is entitled. For the present period the amount annually asked from the Assembly is $3,100.

6. The next (the Twelfth) General Council will convene in Cardiff, Wales, in 1925.

List of American Churches in the Alliance.

Associate Reformed Presbyterian Synod.
Presbyterian Church in Brazil.
Presbyterian Church in Canada.
Presbyterian Church in Mexico.
Presbyterian Church in the U. S.
Presbyterian Church in the U. S. A.
Reformed Church in America.
Reformed Church in the United States.
Reformed Presbyterian Church, General Synod.
Synod of the Reformed Presbyterian Church.
United Presbyterian Church.

General Council of the Presbyterian and Reformed Churches in America.

The Presbyterian and Reformed Churches in America, "desiring to evince and develop their

spiritual unity, and to promote closer relations and more effective administrative co-operation among these Churches," have adopted a *Preamble, a Basis of Federal Union*, and also amended Articles of Agreement.

The following Churches, with over 2,000,000 communicants, are members of the Council:

Associate Reformed Presbyterian Synod.
Cumberland Presbyterian Church, Colored.
Presbyterian Church in the U. S.
Presbyterian Church in the U. S. A.
Reformed Church in America.
Reformed Church in the United States.
United Presbyterian Church.

2. The Council meets biennially and also meets in special session when requested by the representatives of at least two Churches. The last meeting was held in Atlantic City, N. J., in 1922.

3. The amended Articles of Agreement give our Church its proportionate number of delegates. Two of these delegates are the Moderator for the time being and the Stated Clerk. The others are elected in classes, for three years, by the General Assembly.

4. The expenses of the Council are met by an apportionment, the total of which, for the past two years, has been $500 per annum, of which this Church is expected to contribute $200.

Federal Council of the Churches of Christ in America.

1. This Council was organized in Philadelphia, Pa., in December, 1908, "to manifest the essential oneness of the Christian Churches of America in Jesus Christ as their Divine Lord and Saviour, and to promote the spirit of fellowship, service and co-operation among them for the prosecution of work that can be better done in union."

The combined influence of thirty Christian bodies, representing over 17,000,000 communicants, is herein devoted to the application of the law of Christ to every relation of human life.

2. "Each of the Christian bodies adhering to this Federal Council shall be entitled to four members, and shall be further entitled to one member for every 50,000 of its communicants or major fraction thereof." This Church is entitled therefore to thirty-six delegates. (See *Minutes*, 1920, p. 101.)

3. The Council meets once in every four years.

President.—Robert E. Speer, D.D., LL.D.

Hon. Secretary.—Rev. Elias B. Sanford, D.D.

Secretaries, Rev. Charles S. Macfarland, Ph.D., Rev. Samuel McCrae Cavert.

Office, Room 612, United Charities Building, 105 East 22d St., New York, N. Y.

Delegates from and to Corresponding Bodies.

1. "It belongs to the Assembly to correspond with foreign Churches, on such terms as may be agreed upon by the Assembly and the corresponding body." (*Minutes,* 1827, p. 219.)

2. Delegates are received only from equivalent ecclesiastical bodies. "It is the judgment of this Assembly that friendly delegates or visitors should be received only from corresponding ecclesiastical bodies." (*Minutes,* 1880, p. 42.)

3. Delegates are appointed only to ecclesiastical bodies. "It is not our custom to appoint delegates except to ecclesiastical bodies." (*Minutes,* 1881, p. 551.)

4. Delegates are not ordinarily appointed to Churches in the Presbyterian Alliance. "The Assembly, with the most cordial esteem for the brethren of the other Presbyterian Churches, will in future decline to appoint any such delegates, and content themselves with the appointment of commissioners to the General Council of the Alliance." (*Minutes,* 1879, p. 616.)

X. General Rules for Judicatories

Adopted by the General Assembly of 1871, with Amendments to 1922.

*The following "General Rules for Judicatories," not having been submitted to the Presbyteries, make no part of the Constitution of the Presbyterian Church. Yet the General Assembly of 1871, considering uniformity in proceedings in all the subordinate judicatories as greatly conducive to order and dispatch in business, having revised and approved these Rules, recommend them to all the lower judicatories of the Church for adoption. Succeeding Asemblies have also approved these Rules, making amendments from time to time.

It will be understood that the words in black-faced type, which immediately precede each Rule and summarize its contents, form no part of the Rule itself.

Meeting to be opened with prayer:

I. The Moderator shall take the chair precisely at the hour to which the judicatory stands adjourned; and shall immediately call the members to order; and, on the appearance of a quorum, shall open the session with prayer.

Those eligible to preside if Moderator be absent:

II. If a quorum be assembled at the time appointed, and the Moderator be absent, the last Moderator present, *being a Commissioner,* or if there be none, the senior member present, shall be requested to take his place without delay, until a new election.

Procedure when no quorum is present:

III. If a quorum be not assembled at the hour appointed, any two members shall be competent to adjourn from time to time, that an opportunity may be given for a quorum to assemble.

Moderator to preserve order and dispatch business:

IV. It shall be the duty of the Moderator, at all times, to preserve order, and to endeavor to conduct all business before the judicatory to a speedy and proper result.

Moderator to keep schedule of business assigned for particular times:

V. It shall be the duty of the Moderator carefully to keep notes of the several articles of business which may be assigned for particular days, and to call them up at the time appointed.

Moderator discussing and deciding points of order:

VI. The Moderator may speak to points of order, in preference to other members, rising from his seat for that purpose; and shall decide questions of order, subject to an appeal to the judicatory by any two members.

Moderator appointing committees and Vice-Moderator:

VII. The Moderator shall appoint all committees, except in those cases in which the judicatory shall decide otherwise. In appointing the Chairmen of the Standing Committees, the Moderator may appoint a Vice-Moderator, who may occupy

the chair at his request, and otherwise assist him in the discharge of his duties.

When Moderator may or may not vote:

VIII. When a vote is taken by ballot in any judicatory, the Moderator shall vote with the other members; but he shall not vote in any other case, unless the judicatory be equally divided; when, if he does not choose to vote, the question shall be lost.

Committee Chairmanship:

IX. The person first named on any committee shall be considered as the chairman thereof, whose duty it shall be to convene the committee; and, in case of his absence or inability to act, the second named member shall take his place and perform his duties.

Clerk to form complete roll for Moderator:

X. It shall be the duty of the Clerk, as soon as possible after the commencement of the sessions of every judicatory, to form a complete roll of the members present, and put the same into the hands of the Moderator. And it shall also be the duty of the Clerk, whenever any additional members take their seats, to add their names, in their proper places, to the said roll.

Duties of Stated Clerk and Committee on Bills and Overtures:

XI. It shall be the duty of the Clerk immediately to file all papers, in the order in which they

have been read, with proper endorsements, and to keep them in perfect order. The Stated Clerk shall receive all overtures, memorials and miscellaneous papers addressed to the judicatory; shall make record of the same and deliver them to the Committee on Bills and Overtures for appropriate disposition or reference. This committee shall have the floor on the reassembling of the judicatory after each adjournment, to report its recommendations as to orders of business or reference of papers, and this right of the committee shall take precedence of the Orders of the Day. This committee shall report the papers retained by it as well as those recommended for reference to other committees, and no committee shall report on matters which have not been referred to it by the judicatory.

Minutes of last meeting:

XII. The minutes of the last meeting of the judicatory shall be presented at the commencement of its sessions, and, if requisite, read and corrected.

Unfinished business:

XIII. Business left unfinished at the last sitting is ordinarily to be taken up first.

Motions seconded, repeated, read aloud, written:

XIV. A motion made must be seconded, and afterwards repeated by the Moderator, or read aloud, before it is debated; and every motion shall

be reduced to writing, if the Moderator or any member require it.

Withdrawal of a motion:

XV. Any member who shall have made a motion shall have liberty to withdraw it, with the consent of his second, before any debate has taken place thereon; but not afterwards, without the leave of the judicatory.

Dividing a motion:

XVI. If a motion under debate contain several parts, any two members may have it divided, and a question taken on each part.

Motions for filling blanks:

XVII. When various motions are made with respect to the filling of blanks with particular numbers or times, the question shall always be first taken on the highest number and the longest time.

Motions put without debate, and those on which members may speak but once or twice:

XVIII. Motions to lay on the table, to take up business, to adjourn, and the call for the previous question, shall be put without debate; but it shall not be in order for any one debating another motion to propose the motion to lay on the table or the previous question, at the close of his remarks, unless he shall obtain the floor again for that purpose. On questions of orders, postponement, or commitment, no member shall speak

more than once. On all other questions, each member may speak twice, but not oftener without express leave of the judicatory.

Motions admissible when a question is under debate:

XIX. When a question is under debate, no motion shall be received, unless to adjourn, to lay on the table, to postpone indefinitely, to postpone to a day certain, to commit, or to amend; which several motions shall have precedence in the order in which they are herein arranged; and the motion for adjournment shall always be in order.

Amendments and substitutes:

XX. An amendment, and also an amendment to an amendment, may be moved on any motion; but a motion to amend an amendment to an amendment shall not be in order. Action on amendments shall precede action on the original motion. A substitute shall be treated as an amendment.

Motions to lay on the table:

XXI. A distinction shall be observed between a motion to lay on the table *for the present* and a motion to lay on the table *unconditionally,* viz.: A motion to lay on the table *for the present,* shall be taken without debate; and, if carried in the affirmative, the effect shall be to place the subject on the docket, and it may be taken up and considered at any subsequent time. But a motion to lay on the table *unconditionally* shall be taken without debate; and, if carried in the

affirmative, it shall not be in order to take up the subject during the same meeting of the judicatory, without a vote of reconsideration.

The previous question:

XXII. The previous question shall be put in this form, namely, Shall the main question be now put? It shall only be admitted when demanded by a majority of the members present; and the effect shall be to put an end to all debate and bring the body to a direct vote: First, on a motion to commit the subject under consideration (if such motion shall have been made); secondly, if the motion for commitment does not prevail, on pending amendments; and lastly, on the main question.

Motion to reconsider:

XXIII. A question shall not be again called up or reconsidered at the same sessions of the judicatory at which it has been decided, unless by the consent of two-thirds of the members who were present at the decision; and unless the motion to reconsider be made and seconded by persons who voted with the majority. (For reconsideration of a matter the second time, see p. 111.)

Indefinite postponement:

XXIV. A subject which has been indefinitely postponed, either by the operation of the previous question or by a motion for indefinite postponement, shall not be again called up during the same

sessions of the judicatory, unless by the consent of three-fourths of the members who were present at the decision.

Members declining to vote:

XXV. Members ought not, without weighty reasons, to decline voting, as this practice might leave the decision of very interesting questions to a small proportion of the judicatory. Silent members, unless excused from voting, must be considered as acquiescing with the majority.

Effect of commencing to take the vote, and of deciding to vote at a definite time:

XXVI. When the Moderator has commenced taking the vote, no further debate or remark shall be admitted, unless there has evidently been a mistake, in which case the mistake shall be rectified, and the Moderator shall recommence taking the vote. If the House shall pass the motion to "vote on a given subject at a time named," speeches shall thereafter be limited to ten minutes. Should the hour for adjournment or recess arrive during the voting, it shall be postponed to finish the vote, unless the majority shall vote to adjourn; in which case the voting shall, on the reassembling of the House, take precedence of all other business till it is finished. Under this rule the "yeas and nays" shall not be called except on the final motion to adopt as a whole. This motion to fix a time for voting shall be put without debate.

Calling for the yeas and nays, or for a division:

XXVII. The yeas and nays on any question shall not be recorded, unless required by one-third of the members present. If division is called for on any vote, it shall be by a rising vote without a count. If on such a rising vote the Moderator is unable to decide, or a quorum rise to second a call for "tellers," then the vote shall be taken by rising, and the count made by tellers, who shall pass through the aisles and report to the Moderator the number voting on each side.

Personal reflections not permissible:

XXVIII. No member, in the course of debate, shall be allowed to indulge in personal reflections.

More than one rising to speak at the same time, and opposite sides alternating in debate:

XXIX. If more than one member rise to speak at the same time, the member who is most distant from the Moderator's chair shall speak first. In the discussion of all matters where the sentiment of the House is divided, it is proper that the floor should be occupied alternately by those representing the different sides of the question.

More than three members standing at the same time:

XXX. When more than three members of the judicatory shall be standing at the same time, the Moderator shall require all to take their seats, the person only excepted who may be speaking.

Speakers to observe decorum and respect:

XXXI. Every member, when speaking, shall address himself to the Moderator, and shall treat his fellow-members, and especially the Moderator with decorum and respect.

Speakers not to be interrupted:

XXXII. No speaker shall be interrupted, unless he be out of order, or for the purpose of correcting mistakes or misrepresentations.

Members to refrain from private conversation:

XXXIII. Without express permission, no member of a judicatory, while business is going on, shall engage in private conversation; nor shall members address one another, nor any person present, but through the Moderator.

Gravity and dignity commended: prolix and desultory speeches to be avoided:

XXXIV. It is indispensable that members of ecclesiastical judicatories maintain great gravity and dignity while judicially convened; that they attend closely in their speeches to the subject under consideration, and avoid prolix and desultory harangues; and when they deviate from the subject, it is the privilege of any member, and the duty of the Moderator, to call them to order.

Disorderly members subject to reproof:

XXXV. If any member act, in any respect, in a disorderly manner, it shall be the privilege of any member, and the duty of the Moderator, to call him to order.

Right of appeal from Moderator's decision:

XXXVI. If any member consider himself aggrieved by a decision of the Moderator, it shall be his privilege to appeal to the judicatory, and the question on the appeal shall be taken without debate.

Leave of absence:

XXXVII. No member shall retire from any judicatory without the leave of the Moderator, nor withdraw from it to return home without the consent of the judicatory.

Private sessions:

XXXVIII. All judicatories have a right to sit in private on business which, in their judgment, ought not to be matter of public speculation.

Interlocutory meetings:

XXXIX. Besides the right to sit judicially in private, whenever they think proper to do so, all judicatories have a right to hold what are commonly called "interlocutory meetings," in which members may freely converse together, without the formalities which are usually necessary in judicial proceedings.

Sitting in Judicial capacity:

XL. Whenever a judicatory is about to sit in a judicial capacity, it shall be the duty of the Moderator solemnly to announce, from the chair, that the body is about to pass to the consideration of the business assigned for trial, and to enjoin

on the members to recollect and regard their high character as judges of a court of Jesus Christ, and the solemn duty in which they are about to act.

Committee on Judicial Business:

XLI. It is expedient that judicatories appoint a Standing Committee, to be known as "the Committee on Judicial Business," to whom shall be referred all papers and questions of a judicial nature, and whose duty it shall be to recommend to the judicatory answers to judicial questions and orders of procedure in all judicial cases. In the General Assembly, the province of the Committee on Judicial Business shall be to pass upon the question of the regularity of the papers and the record in all cases referred to it by the Assembly; to determine, upon the face of the papers, whether questions of doctrine or Constitution are raised, and if, *prima facie,* there is a case, to recommend the same to the Assembly for reference to Judicial Commissions. The members of the Committee on Judicial Business are not debarred by their appointment from sitting and voting as members of the judicatory.

Permanent officers have the rights of corresponding members:

XLII. The permanent officers of a judicatory shall have the rights of corresponding members in matters touching their several offices.

Manner of closing final session:

XLIII. The Moderator of every judicatory above the Church Session, in finally closing its sessions, in addition to prayer, may cause to be sung an appropriate psalm or hymn, and shall pronounce the apostolical benediction.

Procedure in taking cases from inferior courts to the General Assembly:

XLIV. Whenever a case is to be taken from an inferior judicatory to the General Assembly, the Stated Clerk of such inferior judicatory shall, at least twenty days before the meeting of the General Assembly, send a notice concerning such case to the Stated Clerk of the Assembly, who shall forthwith notify the Chairman of the Permanent Judicial Commission, unless the General Assembly shall have ordered otherwise, that the services of the Commission will be needed at the approaching Assembly; but if no such notice shall be received by the Stated Clerk of the General Assembly, he shall forthwith notify the Chairman of the Permanent Judicial Commission that the services of the Commission will not be needed at the approaching Assembly.

Suspending the rules:

XLV. These rules may be suspended by a two-thirds vote of the judicatory, upon motion duly made.

XI. Additional Rules

Drawn from General Practice and Assembly Usage.

ADJOURNMENT. The motion to adjourn is not in order when a member has the floor.

The motion to adjourn, when made at the last sitting upon each day, should always include the time on the day following to which the body adjourns.

The business interrupted by adjournment or recess is the first in order after the body reassembles, unless there be a special order on the docket.

See *Recess.*

AMENDMENT. An amendment may be laid on the table without affecting another amendment or the original motion. This has been for years the practice in the General Assembly.

APPEAL FROM THE CHAIR. This appeal is ordinarily put in the following manner: "Shall the decision of the Chair stand as the decision of the Assembly?" A tie vote sustains the Chair.

COMMITTEE. *Appointment.* When a Committee is appointed to deliberate upon a subject, it is

the rule to appoint thereon members holding different views.

When a Committee is appointed to carry out a decision of the House, it is customary to appoint thereon only those who can support the action taken.

When a special Committee is appointed, it is customary to place on it the mover and seconder of the motion by which it was appointed. This, however, is not obligatory.

Chairman. The chairman of a Committee may debate and vote, and may also act as clerk.

Discharge. Committees in legislative bodies are discharged by the reception of their report. In the General Assembly, however, the Standing Committees are discharged at the final session by vote of the House, and special Committees are not regarded as discharged until the close of the Assembly.

Excuse from Service. When persons are competent to serve, the appointing body only can excuse from service.

Minority Report. The minority of a Committee may submit their views in writing, either together or each member separately, but a minority report can be considered and acted upon only by moving it as a substitute for the report of the Committee.

Quorum. The quorum of a Committee is, in legislative practice, a majority of the members.

Reception of Reports. The word accept, used for the reception of reports, does not imply adoption.

Reports. The report of a Committee, when received or accepted by the Assembly, is the property of the Assembly, and should be handed to the Stated Clerk, with all accompanying papers. See, also, *Minority Report.*

Sub-committees. Committees may appoint Sub-committees.

Vacancies. Committees cannot fill vacancies in their membership. Only the Assembly or the Moderator can act.

Withdrawal. Committees must receive permission from the House to withdraw.

COMMITTEE OF THE WHOLE. Committees of the Whole are substantially what are designated in Rule XXXIX, p. 103, as "interlocutory meetings." The following pertinent rule has been approved in church courts: "Every court has a right to resolve itself into a Committee of the Whole, or to hold what are commonly called interlocutory meetings, in which members may freely converse together without the formalities necessary in their ordinary proceedings. In all such cases the Moderator shall name the member who is to preside

as Chairman. If the Committee be unable to agree, a motion may be made that the Committee rise, and upon the adoption of such motion the Moderator shall resume the Chair and the Chairman of the Committee shall report what has been done and ask that the Committee be discharged, which being allowed, the matter shall be dropped. If the Committee shall agree upon the report to be made, or have made progress in the same without coming to a conclusion, the Committee may rise, report what has been done, and, if the case require, may ask leave to sit again; or the Committee of the Whole may be dissolved, and the question considered by the court in the usual order of business."

DEBATE. The member presenting a motion or submitting a report has a right to close the debate.

Debate is not in order on debatable motions after the Moderator has commenced taking the vote (p. 100, *R.* XXVI).

ELECTIONS. In all elections it requires a majority of the votes cast to elect.

EXPLANATION. A personal explanation is not a "question of privilege" unless it affects the rights of a member.

See, also, *Privilege.*

FLOOR. A member who yields the floor for any purpose is entitled thereto upon the resumption of the business in connection with which he was speaking.

The mover of a motion is, by courtesy, entitled to the floor, if he so desire, after the Moderator has stated the question.

JURISDICTION OVER MEMBERS. Every legislative body has the right to call to account its members for objectionable conduct, and to inflict adequate penalties.

MINORITY REPORT. See *Committees.*

MINUTES. Minutes are to be approved by a motion duly adopted.

Minutes may be expunged by a unanimous vote.

Minutes may be corrected by a majority vote.

MOTIONS. See *Floor.*

NOMINATIONS. A motion may be made to close nominations for any office, whenever time sufficient has been given for the presentation of names.

It is competent for the Assembly, after a vote has been taken for an office without result, to reopen nominations, placing additional candidates before the house.

ORDER. A member called to order does not yield his right to the floor, but should take his seat until the question of order is decided, when he can resume the floor.

A second question of order cannot be raised until the first is decided.

PERSONAL INTERESTS. Members may not vote on questions affecting their personal interests.

PRIVILEGE, QUESTIONS OF. These are questions on subjects which affect the rights of the Assembly or of individual members, and demand immediate attention. They have priority over all questions except those to fix the time for the next sitting and to adjourn. The Chair may decide what questions of this kind to entertain and their priority, subject to appeal.

PRIVILEGED MOTIONS. In ordinary legislative business the privileged motions are (1) to fix the time for next sitting, (2) to adjourn, (3) questions of privilege, (4) to take up special orders.

RECESS. At the close of a session, provided another session is to follow on the same day, it is customary to move that a recess be taken.

RECONSIDERATION. A matter may be reconsidered the second time, provided that the motion is made by one voting in the affirmative,

seconded by one voting in the affirmative, and carried by a two-thirds majority of those previously present and voting on the measure when it was previously before the Assembly, p. 99; *Minutes*, 1908, p. 142).

REPORT. See *Committee.*

SESSION. This term is used for a sitting of the Assembly for a portion of a day.

The motion to fix time for the next session is not debatable.

VOTE. Should be retaken if there is evident error. Should be retaken when the tellers disagree.

A member cannot be excused from voting after the negative of a question is put. The proper time to make the request is immediately at the close of debate, or when the name of a member is called on a yea and nay vote.

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Home Mission Council.

1. The Home Mission Council is "a part of the administrative scheme of the General Assembly for Home Mission Work."

The members of the Council, who are chosen by the Synods, are arranged in three classes, and the term of service is three years. The Council meets annually, on the Friday preceding the opening of the General Assembly, and in the city where the Assembly is to meet.

Reports its findings to the Assembly. The President of the Council is a corresponding member of the Assembly.

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* Deceased.